

ARTICLES OF
OPERATION

for the

UNITED STATES

CURSILLO@ MOVEMENT

ARTICLES OF OPERATION

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PREAMBLE

"It has pleased God. . . to make all people holy and save them, not merely as individuals without any mutual bonds, but by making them into a single people, a people who acknowledge Him in truth and serve Him in Holiness. ' ,

„This communitarian character is developed and consummated in the work of Jesus Christ. "

"As the first born of many and through the gift of His Holy Spirit, He founded, after His death and resurrection, a new fraternal community composed of all those who receive Him in faith and in love. This He did through His body, which is the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church. There everyone, as members of the other, would render mutual service according to the different gifts bestowed on each. "

„This solidarity must be constantly increased until the day on which it will be brought to perfection. Then, saved by grace, all will offer flawless glory to God as a family beloved of God and of Christ their Brother.„

"The Christian faithful are at liberty to found and govern associations for charitable and religious purposes or for the promotion of the Christian vocation in the world; they are free to hold meetings to pursue these purposes in common. ' ,

„The Cursillo Movement is a movement of the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church that by means of its own method makes it possible for people to live what is fundamental for being a Christian,

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and to live it together; it helps people to discover and fulfill their personal vocations, and it promotes the creation of core groups of Christians who leaven their environments with the

"The Cursillo Movement looks for Catholics to become more fully Church; realistically through conversion, consciously through faith, and dynamically through witnessing. The living of the Church as the Mystical Body of Christ, 'key idea' of the movement, restores to Christians the true dimension of a personal Christ and of personal relations by which they feel themselves 'someone' in the community and for the community. Since the Cursillo Movement is a movement of the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church, one must avoid useless and sterilizing tensions between different functions and charisma; we must each assume awareness of our true mission, which is one of service. '†

'†The Cursillo Movement entails, requires and facilitates all that is fundamental for Christian living and nothing more than what is fundamental. The essence of the Cursillo is that it is a method to make it possible for all to live the fundamental Christian life together so that souls, by their own spiritual force of gravity, might keep on building Christianity with the richness and vigor of primitive Christianity. '†

'†Therefore, the Cursillos in Christianity of the United States of America do ordain and establish these Articles of Operation to foster the growth of the Cursillo and to insure that its role in the work of the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church is fully and effectively carried out.

ARTICLE 1 - BASIC RESPONSIBILITY

Section A - Archdiocese/Diocese

The Cursillos in Christianity are present and flourish in any diocese with the consent of and under the active guidance of the bishop of the diocese. A bishop may choose to have or not to have the Cursillo Movement in his diocese. Because of the sacred purpose of its proven history, a bishop is expected not to alter the Movement or its method for a purpose other than that for which it is intended.

Section B - National Body

The National Secretariat is responsible for the good conduct of the Cursillo Movement in the United States and, therefore, establishes policy for that purpose and retains all authority to implement its established policies.

Section C - Cursillo's Basic Policy

Each Diocesan Movement shall abide by the Basic Policy established by the Movement in July 1980 so as to have unity in the Cursillo Movement, and to provide a criterion as to what constitutes an authentic Movement in a diocese.

Basic Policy of the U.S. Cursillo Movement for Diocesan Movements

To have unity in the creative expression of the mentality of the founders of the Cursillo Movement and to provide a criterion as to what constitutes an authentic Movement in a diocese with the right to use the Cursillo name and materials, the following shall serve as determining factors for a local Movement. It must:

1. Have the approval of the local ordinary and should be integrated with the diocesan pastoral plan where appropriate to the essence and purpose of the Movement.
2. Be affiliated with the National Secretariat. Such affiliation includes association with other elements of the Cursillo Movement (e.g. regional, etc.). Affiliation implies an agreement by the local Movement to,
 - a. abide by the policies of the Cursillo Movement in the United States of America;
 - b. receive the services of the National Office;
 - c. support the Movement on a National and Regional basis;
 - d. pay an annual affiliation fee to National and Regional.
3. Association implies a mutually supportive relationship with the other bodies within the Cursillo structure.

4. Be faithful to the essence and purpose of the Movement and operative in its three phases of Precursillo, 3-day Cursillo, and Postcursillo, following the guidance of,
 - a. the official Cursillo literature, particularly The Fundamental Ideas of the Cursillo Movement;
 - b. the Articles of Operation for the Cursillo Movement in the United States of America, and
 - c. must apply the three days properly according to what is authentic, free from improper adaptations, using the approved talk outlines, for a period of three full days, to Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church candidates of the same sex, by a Roman Catholic and Eastern Rite Catholic Churches team that is exemplary in their own living experience of the Christian life and the Cursillo method.

5. Have a community of leaders, both clergy and lay, responsible for implementing the method properly and with particular attention to the Postcursillo needs of the cursillistas. This community of service, usually called the School of Leaders, should meet regularly to accelerate the progressive conversion,
 - a. of its own members as individuals and in the leaders' community itself,
 - b. in the Movement as a whole, in the Ultreya and
 - c. to promote the evangelization of environments.

6. Have a small representative group, selected from the School of Leaders, called a Secretariat, co-responsible with the bishop for overseeing the work of the Movement in the diocese.

ARTICLE 11 - THE MOVEMENT'S STRUCTURE

Section A - National Secretariat

1. The National Secretariat is the body which, under the direction of the National Episcopal Advisor, will guide and coordinate the Movement of the Cursillos in Christianity in the United States of America and represent the Movement on the National and International level.

2. The National Secretariat maintains its identity as an autonomous body always mindful that it is responsible to the American bishops through its National Episcopal Advisor for the Cursillo Movement in the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church in the United States.

3. It is a question of a freedom that is to be acknowledged and guaranteed by ecclesial authority and always and only to be exercised in Church communion. Consequently, the right of the lay faithful to form groups is essentially in relation to the Church's life of communion and to her mission.

Section B - Purpose

1. The principal purpose of the National Secretariat is to establish policy and to give norms and guidelines for the Movement respecting the authority of the National Conference of Catholic Bishops.
2. The National Secretariat has the following purposes:
 - a. To coordinate the development of the Cursillos in Christianity in the United States, done primarily through National Secretariat Meetings, National Encounters, Annual Reunions and the Regional structure;
 - b. To establish and implement policy for the good progress of the Cursillos in Christianity in every part of the Nation. To assure authenticity of the Cursillo Movement in each diocese, the National Secretariat will provide norms and guidelines and set policies in accord with the Fundamental Ideas of the Cursillo Movement - the Movement's basic manual;
 - c. To be of service to the diocesan bishops with respect to the Cursillos in Christianity, and accordance with the pastoral norms of the diocese;
 - d. To guide the introduction of the Cursillo Movement in a diocese when and where the Movement is sought by the diocesan bishop;
 - e. To establish and maintain such structures as are necessary for the good of the Cursillo Movement in the United States;
 - f. To promote communication within the Movement and maintain relationships with International Cursillo bodies;
 - g. To unify the Movement with regard to the essence, purpose and method of the Cursillo Movement;
 - h. To provide Cursillo literature, material and publications to Diocesan Movements and make available workshops, seminars and encounters as are necessary for the training and formation of Cursillo leaders;

- i. To be a means of reconciliation and to work for the resolution of conflict at the National, Regional and Diocesan level. The Chairperson of the National Secretariat, working with the Executive Committee and with the approval of the National Secretariat will determine the best means to resolve the conflict;
- j. To keep the Movement united with the evangelizing mission of the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church in the United States;
- k. To be a vehicle for dialogue within the Cursillo Movement in the United States through National Secretariat Meetings, National Encounters, Annual Reunions, Regional gatherings and Diocesan visitations;
- l. To form, educate and train lay leaders, clergy and religious for the National, Regional and Diocesan needs of the Movement.

Section C - Members of the National Secretariat

The Regional Coordinators of each recognized language group, the National Episcopal Advisor and the National Spiritual Advisor will be members of the National Secretariat with voice and vote. A recognized language Coordinator is determined in one of two ways:

1. In order for a Region to have a recognized language Regional Coordinator representing that language group on the National Secretariat, there must be at least 20 percent of these dioceses with active affiliated Movements in that language group.
2. If a language group does not qualify in any Region as outlined in (1) above, but has at least four active Cursillo Movements in the United States, that language group can select one person to represent them on the National Secretariat with voice and vote.
3. In the event that there is concentrated affiliated Cursillo activity of a language group within a Region and the reality of that language group complying with (1) or (2) above, special consideration shall be made by the National Secretariat at the first meeting following that language group's request for special consideration.

Section D - Meetings of the National Secretariat

1. The National Secretariat shall meet at least twice a year - at the beginning of the fiscal year and in the summer in conjunction with the National Encounter.
2. Dates and sites for meetings of the National Secretariat shall be fixed by the National Secretariat's Executive Committee.
3. Special meetings of the National Secretariat may be called in one of two ways and will be held within 45 days of the request:
 - a. from at least two-thirds of the members thereof;
 - b. from the Executive Committee of the National Secretariat with the concurrence of the National Episcopal Advisor. Date and site shall be fixed by the Executive Committee with at least 50% of the National Secretariat members from at least 50% of the Regions agreeing to attend.
4. Each member of the National Secretariat present is entitled to one vote.
5. Each meeting will be chaired by a member of the National Executive Committee. Normally that would be the Chairperson of the National Secretariat who is also the Chairperson of the Executive Committee.
6. The Chairperson shall:
 - a. Chair the meeting in accordance with parliamentary procedure and Roberts Rule of Order;
 - b. With the approval of the National Secretariat, appoint committees from the membership as needed to accomplish specific tasks.
7. The position of Chairperson will rotate annually. In order to insure equal representation, the Chair will alternate between language groups present, on the Executive Committee. No language group will re-chair until all language groups present have served as Chair.
8. No meeting of the National Secretariat may be held unless at least 50% of the membership is represented, which includes at least 50% of the regions.
9. Observers may attend the National Secretariat meetings with the approval of the National Executive Director. They may have voice, but not vote. The National Secretariat reserves the right to an executive session.

10. The National Secretariat should make its decisions through a prayerful discernment process whenever possible.
11. In the event a special meeting of the National Secretariat is to be held in accordance with Article II, Section D, paragraph 3, and no member of the Executive Committee is present, those attending shall elect a Chairperson to preside over the meeting. That person shall have the same powers and duties as the Chairperson of the National Secretariat/Executive Committee.
12. The National Office will be responsible for travel and lodging expense for members of the National Secretariat attending the meeting at the beginning of the fiscal or calendar year. Since the Regional Coordinating Group members are expected to attend the Annual Reunion/National Encounter in the summer of each year, the Regions, Dioceses, or the individual member is responsible for expenses incurred to attend the summer National Secretariat Meeting.

Section E - Executive Committee

1. The National Secretariat selects a total of four people (two each year) for a five-year term to act in their name between meetings of the National Secretariat. This body is known as the Executive Committee. Its primary role is to implement previously established policies of the National Secretariat, not to formulate policy, and to act on such matters that arise between meetings of the National Secretariat.
 - a. A member shall complete his or her term on the Executive Committee even though their Regional term may expire, but it cannot be renewed. In case of removal, vacancy, etc., the Committee can make an interim appointment until the next meeting of the National Secretariat.
 - b. To be eligible for the Executive Committee, one must have been on the National Secretariat for at least one year and have at least 1 1/2 years remaining in their term of office. To guard against a possible conflict of interest, any family member of National Staff shall not be eligible for consideration for election to the Executive/Personnel Committee.
 - c. In the event the Spanish speaking or English speaking group of the National Secretariat has less than two members eligible for the Executive Committee, the National Secretariat may present other

members of that group who have not been on the National Secretariat for at least one year and they still have at least 1 1/2 years remaining in their term of office.

2. All actions, individually or collectively, are subject to approval of the National Secretariat at its next scheduled meeting.
3. The Executive Committee will inform the National Secretariat within 14 days of actions taken at the previous Executive Committee Meeting.
4. The makeup of the Executive Committee will reflect the makeup of the National Secretariat members. Since most members of the National Secretariat represents the Spanish and English speaking groups of the Cursillo Movement, the Executive Committee will consist of at least one Spanish-speaking and one English-speaking member and two other members. The makeup then consists of:
 - a. The Chairperson of the National Secretariat
 - b. The Vice-Chairperson of the National Secretariat
 - c. The National Episcopal Advisor
 - d. Two other members from the National Secretariat
5. National Staff - The National Executive Director shall attend the Executive Committee meetings. The National Coordinators will also attend the Executive Committee meetings when instructed. The National Executive Director and the National Coordinators will have voice, but no vote. The Executive Committee however, may excuse any Staff Member for a portion of any meeting.
6. The Executive Committee will work with the Executive Director to ensure that the actions of the Executive Committee are carried out. The Executive Director will be the secretary for the Committee except for the period of time he/she may be excused from the meeting.
7. When deemed necessary, the Executive Committee may invite anyone to a meeting for the purpose of monitoring implementations of policies and/or gathering information for the National Secretariat.

8. The Executive Committee will meet two times a year, at the Annual Meeting in the Fall and before the National Encounter for the transaction of its business. All Executive Committee meetings require a quorum of three members, one being the National Episcopal Advisor and if not available, then the National Spiritual Advisor.

Section F - National Spiritual Advisor

1. The Executive Committee will propose a priest in good standing in his diocese, and with experience in the Cursillo Movement, to serve as Spiritual Advisor to the National Secretariat for a three-year term. His name will be proposed to the National Secretariat for their approval prior to contacting that priest. The Executive Committee should select the best person available, keeping in mind the different elements of Cursillo in the United States.
2. The Spiritual Advisor's primary function is to meet the spiritual needs of the National Secretariat members at each meeting. Exercising his priestly role, he will be responsible for the spiritual and liturgical acts of the National Secretariat meetings and the Annual Reunion.
3. If the National Spiritual Advisor is unable to attend a National Secretariat meeting, he may propose a substitute for that meeting to the Executive Committee. Whoever takes his place at the meeting has the same duties and privileges as the National Spiritual Advisor.

Section G - National Cursillo Center, Office of the National Secretariat, Executive Director National Coordinators

1. The National Secretariat is empowered to locate, operate, staff and maintain a National Cursillo Center to carry out the purpose of the National Secretariat. The Executive Committee shall have the responsibility to hire, evaluate and dismiss, if necessary, the staff of the National Cursillo Center, as distinct from the office workers.
2. The National Cursillo Center and its personnel is intended to be a source of service, guidance, coordination, etc. for the Movement in the United States. It is meant to furnish only those services, coordination, etc. which the Movement in the United States needs and which the Regions or Diocesan Movements are unable to provide for themselves. It is the responsibility of the National Secretariat to indicate the services, coordination, etc., which the National Cursillo Center is to provide.
3. The National Cursillo Center and the Office of the National Secretariat will be under the direction of an Executive Director who will be the Movement's Executive Officer and legal representative. The Executive Director of the National Center shall submit a written report of the work of the National Center to the National and Diocesan Secretariats annually. The Executive Director of the National Cursillo Center shall prepare an annual operating budget for the National Cursillo Center for approval by the National Secretariat.
4. The Executive Director shall have the responsibility to hire, evaluate and dismiss if necessary the Office workers only.
5. The Executive Director of the National Center is empowered to charge a fee for any materials or services provided by the National Center.
6. Job descriptions, qualifications, and terms of Service of the National Staff positions, subject to approval of the National Secretariat, shall be maintained in writing by the Executive Committee.

ARTICLE 111 - COMMITTEES

Section A - Finance Committee

The National Secretariat shall appoint a Finance Committee for the Cursillo

Movement in the United States. Guidelines for the role and responsibilities of the Finance Committee are subject to approval of the National Secretariat, and shall be maintained in writing by the Executive Committee.

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Section B - Personnel Committee

The Executive Committee shall take on the duties of the Personnel Committee. The Personnel Committee shall act in accordance with the National Cursillo Movement Personnel Policy Handbook. Guidelines for Personnel Committee are subject to approval of the National Secretariat, and shall be maintained in writing by the Executive Committee.

ARTICLE IV - ANNUAL REUNION OF REGIONAL COORDINATING GROUPS AND REGIONAL SERVICE TEAMS

In order to bring about a unity of spirit, purpose and understanding, there shall be held in the summer of each year (except those years when a National Encounter is held) a Reunion of the Regional Coordinating Groups and Regional Service Teams. The length of each Reunion will be established by the National Secretariat, as well as its' location and its' content. Diocesan Lay Directors and Spiritual Advisors may be invited to attend at the discretion of the National Secretariat.

ARTICLE V - EPISCOPAL ADVISORS

Section A - Regional Episcopal Advisors

The respective regions shall, with the permission and approval of the National Episcopal Advisor, choose a Regional Episcopal Advisor for each region whose main function will be to be a liaison with the bishops in that region.

Section B - National Episcopal Advisor

The Regional Episcopal Advisors shall choose one of their number to serve as National Episcopal Advisor for the Cursillo Movement in the United States, and an Assistant Episcopal Advisor if necessary. The National and Regional Episcopal Advisors shall serve a five-year term, renewable.

ARTICLE VI - ENCOUNTERS, ULTR_EYAS

- A. National Encounter and/or a National Ultreya shall be held according to the needs of the Movement as determined by the National Secretariat following a survey of the local Movements.
- B. The National Secretariat shall convene, guide and coordinate all National Encounters and National Ultreyas.
- C -Regions or dioceses desiring to host a National Encounter or National Ultreya shall notify the Executive Director of the National Cursillo Center. -

ARTICLE - REGIONS

Section A - Purpose

The National Secretariat, for the purpose of better coordination and development of the Movement, has established Regions composed of geographical clustering of Diocesan Movements.

Section B - Alignment and Number

- 1. The number of Regions and the general alignment of dioceses within them will be determined by the National Secretariat.
- 2. For more convenience, a Diocesan Secretariat may change its alignment to another adjacent Region at any time by notifying in writing the Executive Director of the National Office after consulting with the Regional Coordinators of the Regions involved.

Section C - Diocesan Representation

- 1. Each diocese aligned to a Region is encouraged to send any/and or all of its members, especially its Diocesan Secretariat members, but at least the Lay Director and Spiritual Advisor to all Regional gatherings.
- 2. If a diocese has more than one affiliated Diocesan Secretariat (e.g. English Spanish), each Secretariat will have the same privileges at all meetings.
- 3. For voting purposes, each affiliated Diocesan Secretariat shall be represented by the same number of voting members, usually two, the Lay Director and Spiritual Advisor or their proxy. Effort should be made to ensure that the voting conscientiously represents the various groups of the Movement in that diocese.
- 4. To signify and promote unity in the Movement and the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman

Catholic Church, all Diocesan Cursillo Movements (English, Spanish, Vietnamese, etc.) are to be included in the regional body and all decisions are to be made as one body.

Section D - Diocesan Secretariats

1. The National Secretariat encourages the establishment and maintenance of one Diocesan Secretariat for the Cursillo Movement in each diocese and, if needed, separate Schools for linguistic reasons.
2. However, where pastoral reasons demand it, and with the approval of the local bishop, a separate Secretariat may be established to better serve language differences, particularly in the first and second-generation situations.
3. If established, such differences must be reflected in at least 75% of the membership of the Secretariat and School of the separate Secretariat, and the Lay Director or President must always be of the same language background (e.g. Spanish, Vietnamese, English Speaking, etc.). In the case of leaders who are inculturated into one or more cultures and the only distinction is in a surname, this lingual limitation would not apply. The National Office can give an interpretation of the policy if required.
4. It is hoped that there would be inter-communication, cooperation and liaison on the diocesan level between the different Secretariats in order to promote unity in the Cursillo Movement and in the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church.

Section E - Responsibilities and Functions

Diocesan Secretariats, through official representations, shall gather regionally for the following purposes:

1. To enhance the Palanca spirit in the Region.
2. To provide more local coordination for the development and strengthening of the Cursillo Movement within a region by an established Regional Pastoral
3. To provide a convenient forum for exchanging views, ideas and mutual assistance between and among Diocesan Secretariats.

4. To provide input for Regional meetings, workshops, encounters, seminars, etc.
5. To review strengths and weaknesses in the Cursillo Movement peculiar to the Region.
6. To approve the selection of the Regional Coordinating Group members, who will be responsible for serving the Diocesan Movements and implementing the plans made at the Regional meetings.

Section F - Meetings

Each Region shall meet at least twice a year - in the Spring and in the Fall. Time will be allowed at each meeting for a mini-workshop based on the methodology of the Cursillo Movement. It is suggested that at least every two years the Fall meeting would include a Regional Encounter.

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Section G - Regional Coordinating Group, Regional Service Teams, Regional Chairperson

In choosing members of the Regional Coordinating Group/Regional Service Team members, it is expected that persons be selected who are members of living permanent group reunions, who have made the Cursillo Movement their primary apostolate, who are working as leaders in an Ultreya, who are members of a School of Leaders, and who have an understanding of the knowledge contained in the official Cursillo literature, especially the Fundamental Ideas of the Cursillo Movement book.

1. Regional Coordinating Group
 - a. In order to serve the Diocesan Movements, there will be one Regional Coordinating Group in each Region. The purpose of this group will be to center in a group reunion the basic responsibilities for the growth and development of the Region, particularly through diocesan visitations and Regional workshops.
 - b. The members of each Regional Coordinating Group will be comprised of the Regional Spiritual Advisor and the language Coordinators from that Region, selected from the Regional Service Teams. Anyone being selected must be a current member of the Service Team and has served at least one year in their present term on the Service Team. Those being considered must be contacted prior to the meeting and must have agreed to serve as a Regional Coordinator for a term of 3 years.
 - c. Each Regional Coordinator should meet with their Service Team members at least twice a year to insure that their language group of Cursillo in the Region is being serviced.
 - d. The Regional Coordinating Group should meet at least twice a year to insure that the contents of Regional gatherings are meaningful and the needs of the Region are met. Conference calls are encouraged between meetings to keep abreast of what is going on in the Region.
 - e. In unusual circumstances (e.g. a qualified replacement is not available at the present time or the Regional Coordinating Group requests, for continuity, a one year extension of the Coordinators term), at the

request of the Regional Coordinating Group and in consulting with the National Executive Director, a Coordinator's term may be extended until the situation that brought about the unusual circumstance is eliminated. The extension is not to exceed one year.

2. Regional Service Team

- a. Each Regional Coordinator should have a Service Team, consisting of 3 members, to assist in the work of servicing the Diocesan Secretariats. These Service Team members, while not members of the Regional Coordinating Group, are considered associate members and are eligible to attend the Annual Reunion and other Cursillo Regional meetings. The names, addresses and phone numbers of the Service Team(s) members must be given to the National Office in order to be listed in the National Directory. This is necessary in order for the Service Team members to receive the National Mailings.
- b. Terms of membership on the Regional Service Teams will be four years.
- c. The Regional Coordinating Group members should actively seek qualified members for their Regional Service Teams in order to have people qualified for the Regional Coordinating Group. They should solicit the help of the Diocesan Lay Directors/Spiritual Advisors in obtaining the best qualified people for the Service Team.

3. Regional Chairperson

- a. One member of the Regional Coordinating Group will be selected by the Regional Coordinating Group to be the Regional Chairperson.
- b. The Regional Coordinating Group should select the best qualified person for the Chairperson position, taking into consideration such things as length of time remaining on the Regional Coordinating Group, ability to communicate and facilitate Regional gatherings.
- c. The position of Chairperson will rotate annually. In order to insure equal representation, the Chair will alternate between language groups present, on the Regional Coordinating Group. No language group will re-chair until all language groups present have had an opportunity to serve as Chair.

- d. The Regional Chairperson will facilitate each Regional meeting. He/she will appoint a member of the Regional Coordinating Group or a Service Team member to take minutes and distribute them to each Diocese in the Region within 30 days after each meeting.
- e. The Regional Chairperson will ensure that a notice of the next meeting is sent to each Diocesan Movement at least one month prior to the meeting.
- f. The Regional Chairperson will appoint a member of the Regional Coordinating Group or a Service Team member to be the treasurer for the Region. That person will be responsible for collecting Diocesan affiliation fees, coordinating the amount of the fee for participants at each Regional meeting and provide a financial statement of the Region at each meeting. Other functions will be determined by the Regional Coordinating Group.

4. Five Year Policy

Because of the need to continue to develop leadership at high level positions, it was agreed by the National Secretariat that neither a former member of the National Staff nor an ex-Regional Coordinator may hold a Regional office for a period of 5 years immediately following the completion of his/her term.

Section H - Regional Service Team Spiritual Advisor/Regional Spiritual Advisor

1. Regional Service Team Spiritual Advisor

- a. Each Regional Service Team is to have a Spiritual Advisor for the Team. The Regional Service Team Spiritual will be selected by the Regional Coordinator and respective Regional Service Team, with the approval of the Regional Episcopal Advisor.
- b. The Regional Service Team Spiritual Advisor will provide assistance to the Diocesan Spiritual Advisors (within their language group) in the form of workshops, etc.
- c. The Regional Service Team Spiritual Advisor shall serve a 3-year term, renewable once.

2. Regional Spiritual Advisor

- a. One member of the Regional Service Team's Spiritual Advisors will be selected by the Regional Coordinating Group to be the Regional Spiritual Advisor, with the approval of the Regional Episcopal Advisor.
- b. The Regional Service Team Spiritual Advisor is automatically a member of the Regional Coordinating Group and would be expected to attend those meetings.
- c. The Regional Spiritual Advisor, along with meeting the spiritual needs of their respective language group of Cursillo in the Region, will see that appropriate liturgies, paraliturgies, etc., are provided for each of the Regional Meetings.
- d. The Regional Spiritual Advisor's term will end at the same time his/her term ends as a Regional Service Team Spiritual Advisor.

Section I - Finances

The Diocesan Movements making up a Region shall establish, by a 2/3 majority of those present and voting, an amount of support to be contributed by the aligned Diocesan Secretariats. This amount may be altered periodically by the same 2/3 majority vote.

ARTICLE ARTICLES OF OPERATION

Section A - When Effective

These Articles of Operation shall become effective when approved by a simple majority of the members of the National Secretariat present at a meeting of the National Secretariat.

Section B - Amendments

1. Amendments to the Articles of Operation shall be submitted in writing to the Executive Director of the National Cursillo Movement at least 45 days prior to any National Secretariat Meeting.
2. The proposed amendment(s) shall be distributed by the Executive Director to the National Secretariat members for review at least 30 days prior to the next scheduled National Secretariat Meeting.
3. The proposed amendment(s) will be voted on at the National Secretariat Meeting.

Section C - Situations Not Covered

Should any question arise in any meeting of the National Secretariat, which is not specifically covered by these Articles of Operation, the wishes of a simple majority of the members present shall determine the answer.

GLOSSARY

The following guidelines are set up to constitute what is meant by a language group in the Cursillo Movement:

- English-speaking group
- Spanish-speaking group -Vietnamese-speaking group
- Korean-speaking group

-Portuguese-speaking group
-Chinese-speaking group -
etc.

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HISTORY OF AMENDMENTS TO THE ARTICLES OF OPERATION

Nov. 2004 Amended Article III, Section A.
Nov. 2006 Amended Article I, Section C — d, Article II, Section G-3, Article III, Section B,
Article VIII Section B.
Nov. 2008 Amended Article II, Section E, 1, b.
July 2010 Amended Article II, Section E, 8, Article II, Section D, 1, Article VII,
Section G, 3c, Article VII, Section H, 1c.
July 2011 Amended Article II, Section E, 5.
Amended Roman Catholic and Church to; Roman Catholic and Eastern Rite
Catholic Churches that are in full communion with the Roman Catholic
Church.



The Cursillo® Movement

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GUIDELINES FOR PERSONNEL COMMITTEE

Committee appointed by the National Secretariat, pursuant to Article III, Section A(1) of the Articles of Operation.

Membership

The Executive Committee of the National Secretariat would serve in this capacity.

Duties and Responsibilities

1. Do an annual review of the Performance Evaluations of the National Office Staff, which are completed by the National Executive Director pursuant to Paragraph 13 of the Personnel Policy Handbook. Do the annual review of the Executive Director pursuant to Paragraph 13(2) of the Personnel Policy Handbook.
2. Do periodic review of the job descriptions of the National Staff positions and make suggested updates of those descriptions to the National Secretariat.
3. Act as a consulting body to the National Secretariat.
4. Perform such other special assignments as requested by the National Executive Director and (or the National Secretariat).

Approved by the National Secretariat on November 15, 2003.



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GUIDELINES FOR THE FINANCE COMMITTEE

Committee appointed by the National Secretariat, pursuant to Article III, Section A (1) of the Articles of Operation.

Composition

- Chairperson, who is a member of the National Secretariat. This position shall have the same eligibility requirements as the executive committee. The person, who serves as chair, shall not be eligible to serve on the executive committee. -
- Two members, who are not secretariat members.
- National Treasurer — Ex Officio.
- National Executive Director — Ex Officio.

Duties and Responsibilities

The committee shall advise the National Secretariat in the following areas:

1. Meet as required to do due diligence with the Executive Director and staff to review prior year's financial performance and assist in developing a budget for the National Movement for submission to the National Secretariat.
2. Review safety and soundness of investments with the National Treasurer and Executive Committee and make recommendations to the National Secretariat annually.
3. Insure that annual reports of the investment company holding the investments of the National Secretariat are distributed to the Finance Committee and the Executive Committee.
4. Provide at least quarterly reports from the Financial Tracking System to the Finance Committee and the Executive Committee.
5. Present to the National Secretariat, at its annual November meeting, for review and approval a detailed review and comments of the proposed budget developed by the committee and the Executive Director.

6. Work with the Personnel Committee to coordinate financial needs of the staffing developed established and recommended by that committee.
7. Provide specific reports as requested by the National Secretariat or the National Executive Director.
8. Do an independent audit at least every five years or more frequently as needed.

All recommendations of the committee are subject to approval of the National Secretariat.

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Term

The two non-secretariat members shall serve staggered terms of five years, which may be renewed once by the National Secretariat. (One of these first two members shall serve for a three-year term.)

The secretariat member shall serve from the time of his/her selection to the end of his/her term on the National Secretariat, as is currently the rule for executive committee members.

Approved by the National Secretariat on November 15, 2003.