

**BY-LAWS FOR THE SECRETARIAT OF THE
DIOCESE OF HARRISBURG CURSILLO® MOVEMENT**



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BY-LAWS FOR THE SECRETARIAT OF THE DIOCESE OF HARRISBURG CURSILLO® MOVEMENT

PREAMBLE

The Cursillo® Movement pursues two purposes: an immediate purpose – to provide a channel for living what is fundamental for being a Christian and the end purpose – to “vertebrae” Christianity in society by means of persons who live what is fundamental for being Christian (the love of God and neighbor) in their daily lives.

Unity of purpose is essential if there is to be a natural and complete service of Jesus Christ through the Cursillo® Movement. Individualism can cause the advancement of the Movement to become stagnant. 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 His Bishop, has entrusted them with the responsibility of implementing an authentic Cursillo® Movement in the Diocese of Harrisburg. Conscious of each other’s talents, the Secretariat 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 difficult process and a great responsibility is assigned to the Secretariat. The support of all the Cursillistas is needed in prayer and Palanca. In guiding the Movement, the Secretariat must determine its individual potential, and contribute to the building up of the Kingdom of God.

Although the Secretariat has the Bishop’s authority to implement the Cursillo® Movement in this Diocese, it should not be dictatorial, but should view its authority as one of service to the Movement as a whole. The members of the Secretariat should keep in mind that Christ entrusted the Movement’s direction to it, through the Bishop to whom the Secretariat will have to give an account.

The Secretariat, as a service unit, has not been established to be served but to serve the entire Cursillo® Movement. In this sense, the Secretariat must be a Group Reunion whose apostolic plan is the same endeavor of the Cursillo® Movement itself, planned and carried out with the idea of the greatest service to all.

Just as on the Three Day Cursillo®, priests, deacons and vowed religious bear the responsibility for spiritual guidance and laity regulate its overall functioning, so priests, deacons, vowed religious and lay members of the Secretariat cooperate to promote the aims and objectives of the Cursillo® Movement as a whole.

ARTICLE I - NAME

In the Diocese of Harrisburg there is one English language Secretariat, and one Spanish language Secretariat, which are each a functional and autonomous body of service to the Cursillo® Movement, co-responsible with the Bishop for overseeing the work of the Movement in the Diocese, and dependent upon their respective Lay Director and Spiritual Advisor. Two-way communication, cooperation, and liaison are necessary between the different Secretariats in order to promote unity in the Cursillo® Movement.

The number of members of the Spanish language Secretariat able to communicate well in English shall be reviewed bi-annually. When that number exceeds 25%, consideration should be given, with the Bishop's approval, to combine the two Secretariats.

Requests to recognize other language groups in the Diocese in order to establish a separate Secretariat shall be considered as they arise by the existing Secretariats, in consultation with the Bishop.

The official title and legal name of the entity is "Diocese of Harrisburg Cursillo® Movement."

ARTICLE II - PURPOSE

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo® Movement in the Diocese of Harrisburg within the pastoral plan of the Bishop and the Cursillo® Movement. The purpose of the Secretariat is to:

1. Support and communicate the policies of the National Secretariat.
2. Receive the services of the National Secretariat and National Cursillo® Center.
3. Work with the National Secretariat for the unity and authenticity of the Cursillo® Movement throughout the Regions in the United States.
4. Respect the established copyrights and trademarks held by the National Secretariat.
5. Review the *Articles of Operation United States Cursillo® Movement* on an annual basis as established by the National Secretariat.
6. Support the Cursillo® Movement of the United States on the regional and national levels; this support includes:
 - 6.1 Ensuring Palanca for the Cursillo® Movement is happening at all levels - diocesan, regional, national and world.

- 6.2 Submitting the annual regional and national dues and affiliation fees in a timely manner.
- 6.3 Ensuring the participation by diocesan leaders at regional and national levels, including regional spring and fall meetings/encounters and national encounters.
7. Prepare and adopt a set of By-Laws modeled on those in the latest edition of the *Leaders' Manual*. The By-Laws are reviewed annually to ensure implementation with the provisions therein. Copies of the By-Laws and any future amendments thereto are sent to the Bishop, the Region 2 Coordinator and the National Cursillo® Center.
8. Prepare and maintain a current and viable *Diocese of Harrisburg Cursillo® Apostolic Plan* that addresses the three phases of the Movement (Precursillo, Three Day Cursillo® and Postcursillo).
9. Maintain affiliation status with the National Secretariat of the Cursillo® Movement of the United States. Such affiliation requires association with the Regional structures of the Movement. Association also implies an agreement between the diocesan Movement and the National Secretariat that the diocesan Movement will address the Precursillo, Three Day Cursillo® and Postcursillo phases of the movement.

ARTICLE III – MEMBERSHIP AND STRUCTURE OF THE SECRETARIAT

The Secretariat shall be composed of eight (8) regular voting members and one or more Spiritual Advisors (Article V, Paragraph 1). Additional (non-voting) members will serve on committees as needed.

Members of the Secretariat, except for the Spiritual Advisor(s), shall be nominated by the School of Leaders and selected by the Secretariat. Only members of the School of Leaders will be eligible for election or appointment.

1. Standard Terms. The terms for regular voting members of the Secretariat are as follows:
 - 1.1 The Lay Director shall serve a term of two (2) years.
 - 1.2 Lay Director Elect shall serve a term of two (2) years.
 - 1.3 Chairpersons of committees shall serve a term of three (3) years.
 - 1.4 Spiritual Advisors shall serve at the pleasure of the Bishop. No term length is specified.

2. Term Limits.

2.1 Except as noted below, no committee chairperson or co-chairperson may serve for more than six consecutive years on the Secretariat regardless of the number of positions held during that time. A waiting period of at least one year is required before a committee chairperson or co-chairperson, who has served on the Secretariat for six consecutive years, can again serve in any chairperson role as a member of the Secretariat.

2.1.1 The six consecutive year term limit will not apply to members seeking office in or serving in the Lay Director Elect and Lay Director roles.

2.1.2 The six consecutive year time limit will include the total combined time served as an elected member and as an appointed member.

2.2 If at the end of a committee chairperson's term, or at the conclusion of a committee members six years on the Secretariat, no qualified candidate is available to replace the individual member in his/her position on the Secretariat, that member, if willing and with the consent of a majority of the Secretariat (excluding him or herself), may serve one additional year in their current role. This year will not count against the six consecutive year maximum membership limit.

2.3 The Lay Director may only serve a second term of office when there is a serious reason and simple majority consenting vote of the Secretariat. The Lay Director cannot serve more than two (2) consecutive terms.

2.4 Any other exceptions to these term limits shall require the approval of a simple majority consenting vote of the Secretariat (excluding the member in question).

3. Lay Member Rotation Cycle. Committee chairpersons and the Lay Director Elect will be elected or reelected per the schedule below. This procedure is done to ensure continuity of the Secretariat members so that there will always be experienced members in office.

3.1 Church Sunday Cycle year A: Cursillo® and Administration/Treasurer

3.2 Church Sunday Cycle year B: Precursillo and Communications/Secretary

3.3 Church Sunday Cycle year C: Postcursillo and Study/School of Leaders

3.4 Years in which the Lay Director term ends: Lay Director Elect

Note: The Lay Director Elect, after serving two years or the balance of a Lay Director Elect term, assumes the office of Lay Director. No election is held for Lay Director.

4. Qualifications.

4.1 For all Elected or Appointed Lay Members.

4.1.1 A Cursillista and member of an active permanent Group Reunion.

4.1.2 Have (or be willing to commit to making) the Cursillo® in Christianity their primary apostolate.

4.1.3 An active participant in Ultreyas.

4.1.4 A member of the School of Leaders.

4.1.5 Have (or be willing to attain) a working knowledge of the Cursillo® Movement and its official literature.

4.1.6 Shall have served on a weekend team.

4.1.7 Be sufficiently free of other responsibilities to be able to make the commitment of time and effort required by the position.

4.2 For the Lay Director. It is desirable and expected that the incoming Lay Director will have served two years as Lay Director Elect in preparation for becoming the Lay Director. In the event that there is a Lay Director Elect vacancy at the end of the outgoing Lay Director's term, and there are no Lay Director candidates on the Secretariat, a Cursillista who has previously served as a voting member on a Secretariat may be nominated by the School of Leaders from the Fourth Day Community and selected by a simple majority consenting vote of the Secretariat. When no candidates are available for Lay Director, the term of the Lay Director may, with the permission of the Spiritual Advisor and simple majority consenting vote of the Secretariat, be extended for an additional term of one year while a suitable candidate is found.

4.3 For the Lay Director Elect. The Lay Director Elect shall be a voting member or past voting member of any committee within the Cursillo® Movement.

5. Committees. The structure of the Secretariat will include six (6) standing committees. Each standing committee will be represented by a chairperson. The names of the standing committees are: Precursillo, Cursillo®, Postcursillo, Communications, Administration and Study (Note: standing committee

responsibilities are enumerated in Article V). Additional committees may be appointed as needed.

6. Nominating Committee and Process.

6.1 Committee. The purpose of the Nominating Committee is to identify, screen and present qualified nominees to the Secretariat for committee positions due to expire at the end of the fiscal year. The Nominating Committee will be comprised of three members, which shall be the Chairperson of Study, the Chairperson of Communications, and the Chairperson of Administration, unless otherwise specified by the Lay Director. If a vacancy exists in one of these committee member positions preceding an upcoming election, the Lay Director will appoint another member on the Secretariat to temporarily serve on the Nominating Committee until the annual elections are complete. The Chairperson of Administration will chair the Nominating Committee.

6.2 Process. Each year, not later than April 15, the Nominating Committee will announce to the Fourth Day Community the open positions for the terms ending on June 30. A member of the Committee shall interview each applicant that expresses interest in being nominated for a position. Upon completion of the interviews, the Committee will convene to review the applications and interviewer's comments for qualifications and fit for each open position. The review will be complete after the Committee selects the top three qualified applicants for each position and votes to recommend or not recommend each applicant for the role. The applications, interviewer's comments, and Nominating Committee recommendations for the top three applicants of each open position will be forwarded to the Secretariat for discernment not later than one-week prior to its regular meeting in the month of June.

7. Elections. Elections will be held annually and scheduled on the agenda for the regular meeting in June. Nominees selected for positions at the June meeting will commence duties on July 1. Selection of a member shall be accomplished by a simple majority consenting vote of the members of the Secretariat.

8. Vacancies Created During a Term of Office. If there is a vacancy in the position of Lay Director prior to the end of the term, the Lay Director Elect shall assume duties as Lay Director. Other vacancies on the Secretariat that result from any reason other than expiration of the term, including Lay Director Elect, will be filled by appointment. The Lay Director, in consultation with the Spiritual Advisor, will select (appoint) a qualified individual to serve on the Secretariat for the balance of the term.

9. Additional Members. Committee chairpersons shall be responsible for screening and nominating additional (non-voting) members for their committees

to the Secretariat for discernment. Nominations for additional members may be sent to the Secretariat and selected any time throughout the year. Terms shall not apply to additional members who serve on committees.

10. Representation. It shall be the aim of the Secretariat to have an adequate number of men and women who represent the various geographic areas of the Diocese. Each committee should strive to maintain one or more additional non-voting members.
11. Resignation of Members. Any individual member may resign at any time by giving written notice to the Lay Director. Any such resignation will take place on the date the notice is received unless a termination date is specified in the resignation letter.
12. Removal of Members.
 - 12.1 The Secretariat is a self-governing body. Any lay member of the Secretariat, chairperson, committee member, or Ultreya Coordinator may be involuntarily removed from his/her office based on the following grounds:
 - 12.1.1 Activities or situations that may discredit, misrepresent, harm the diocesan Cursillo® Movement or conduct materially inconsistent with the goals and principles of Cursillo®.
 - 12.1.2 An individual member is either a detriment to the effective functioning of the Secretariat, e.g., irregular attendance at regularly scheduled meetings, or is unable to fulfill his or her responsibilities.
 - 12.2 In the event of a possible involuntary removal, the Lay Director and the Spiritual Advisor(s) will be consulted for preliminary discussion and discernment. The Cursillista in question shall be approached by the Lay Director and Spiritual Advisor(s) of the pending action. A spirit of conciliation and fraternal correction shall guide this intervention.
 - 12.3 If the Spiritual Advisor(s) recommend the removal of the Cursillista in question, the Lay Director will advise the Secretariat and convene a special hearing for due process.
 - 12.4 The Cursillista in question shall be entitled to due process and shall be given an adequate chance to be heard by the entire Secretariat at the special hearing. The hearing shall be held in executive session, and no minutes shall be published concerning the events. Such a hearing shall be held in the presence of the Spiritual Advisor(s).

- 12.5 Non-appearance of the Cursillista in question under the removal process at the special hearing shall constitute a forfeit to be heard on his/her part. The Secretariat shall at this time proceed with a discussion and a vote.
 - 12.6 Termination of a member shall be accomplished by a two-thirds consenting vote of the members of the Secretariat in attendance voting for such a removal.
 - 12.7 The Cursillista in question shall be informed in writing, whether present or absent at this hearing. The Spiritual Advisor(s) may remain at the disposal of the removed Cursillista for pastoral or personal reasons.
13. Transition of Members. Upon completion of service, the member leaving the position will gather and organize all materials that pertain to the position. The outgoing member then transfers to, and reviews with the succeeding member or individual designated by the committee chairperson, all correspondence, records, files and procedures required of the position, and makes him or herself available to answer questions and respond to follow-up questions.

ARTICLE IV – SCHOOL OF LEADERS

The School of Leaders, a community of service consisting of lay persons and clergy, is the cornerstone of the Cursillo® Movement, the complement and extension of the Secretariat. The School is the instrument for the Secretariat to accomplish 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 diocese. It is essential to have leaders in the Precursillo, Cursillo® and Postcursillo phases of the Movement, who are prepared and knowledgeable of the Cursillo® technique, mentality, and purpose so to effectively execute the responsibilities in each phase of the Movement.

ARTICLE V – MEMBER AND COMMITTEE RESPONSIBILITIES

The members of the Secretariat and their responsibilities are as follows:

1. Members: There shall be eight (8) voting members on the Secretariat, including a Lay Director, Lay Director Elect, Chairperson of Study/School of Leaders, Chairperson of the Precursillo, Chairperson of the Cursillo®, Chairperson of the Postcursillo, Chairperson of Administration/Treasurer and Chairperson of Communications/Secretary. Spiritual Advisor(s) are non-voting members.

2. Responsibilities:

- 2.1 The **Lay Director**, in consultation with the Spiritual Advisor, will convoke, preside at, prepare, and direct all meetings of the Secretariat. The Lay Director will set the direction of the Movement in accordance with its objectives and goals of the Apostolic Plan, and do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but also in the School of Leaders and throughout the entire diocesan Cursillo® Movement. The Lay Director will see to it that all members of the Secretariat fulfill their assigned duties. In addition, the Lay Director shall:
 - 2.1.1 appoint committees as necessary.
 - 2.1.2 fill vacant positions on the Secretariat by appointment for balance of terms.
 - 2.1.3 represent or send a representative to all regional and national meetings.
 - 2.1.4 submit the annual diocesan report to the Bishop, Region 2 Coordinator and National Cursillo® Center with approval of the Secretariat.
 - 2.1.5 prepare the agenda for Secretariat meetings.
 - 2.1.6 make facility reservations for Secretariat meetings.
 - 2.1.7 serve as an ex officio member of all working sections and committees.
 - 2.1.8 be responsible for implementing the Diocese of Harrisburg Cursillo® Movement Apostolic Plan.
 - 2.1.9 serve as liaison to the Regional and National Secretariats.
- 2.2 The **Spiritual Advisor(s)** will oversee the spiritual needs of the Secretariat and the Movement. The Diocesan Spiritual Advisor who is appointed by the Bishop, maintains a link between the Movement and the Bishop's Office. To ensure proper spiritual assistance to the Movement, the Diocesan Spiritual Advisor will be responsible for acquiring other priests, deacons and vowed religious as spiritual advisors to assist with the Doctrinal Rollos and Meditations during the Cursillos, as well as on the Secretariat, in the School of Leaders, and in the Spiritual Advisor's role during the Ultreyas. The Spiritual Advisor(s) will continually encourage the Secretariat members to discern all their activities and strive to do

God's will. The Spiritual Advisor(s) shall refer to the latest edition of the *Cursillo® Spiritual Advisor's Guide United States Catholic Cursillo® Movement*, provided by the National Secretariat, for his/her responsibilities regarding the Three Day Cursillo®.

- 2.3 The **Lay Director Elect** will perform duties as assigned by the Lay Director and will act as Lay Director in the event the Lay Director is unable to perform those duties. In addition, the Lay Director Elect shall:
- 2.3.1 plan for, schedule and coordinate the annual memorial mass for deceased Cursillistas of the Diocese of Harrisburg.
 - 2.3.2 ensure that the Diocese of Harrisburg Cursillo® Movement Apostolic Plan and By-Laws are reviewed and updated by the Secretariat on an annual basis.
 - 2.3.3 ensure that the Secretariat conducts an information review of the current edition of the *Articles of Operation of the Cursillo® Movement of the United States* on an annual basis.
 - 2.3.4 assist the Lay Director with preparing the agenda for Secretariat meetings.
 - 2.3.5 assist the Lay Director with compiling the annual Cursillo® diocesan report to the Bishop, Region 2 Coordinator and the National Cursillo® Center.
 - 2.3.6 assist other Secretariat members and committees as determined by the Secretariat.
 - 2.3.7 perform such other duties as the Lay Director or Secretariat may assign.
- 2.4 The **Chairperson of Study/School of Leaders** and his/her Committee will convoke, preside at, prepare, and direct all activities relating to the School of Leaders, with assistance from other School of Leaders participants, including the Spiritual Advisor(s). Upon the recommendations of the Secretariat, the Chairperson of the School will determine the presenters and the Doctrinal and Technique presentations for the School. The Chairperson of the School will ensure that all the essential elements of the School are maintained for continual growth of its participants.

The minimum composition of the School of Leaders will be all members of the Secretariat, the selected Rectors/Rectoras for the Three Day Cursillo®, Ultreya Coordinators, and all other Cursillistas who intend to train for responsibilities on committees or on Three Day Cursillo® teams.

All Cursillistas are welcome and encouraged to participate. In addition, the Chairperson of Study/School of Leaders shall:

- 2.4.1 ensure the School of Leaders meets regularly.
 - 2.4.2 create a hunger for God and bear witness to Christ.
 - 2.4.3 supply the Secretariat with teams of leaders, prepared technically and spiritually, so that these leaders may be the ferment of the Cursillo® Movement in the Diocese.
 - 2.4.4 support the Ultreyas.
 - 2.4.5 accelerate the conversion of its own members and assist the entire community to grasp the vision and mentality of the founder and the fundamental Cursillo® Movement.
 - 2.4.6 communicate the Good News of God's love to the person in a kerygmatic manner.
 - 2.4.7 study and prioritize the various environments within the Diocese in conjunction with Precursillo.
 - 2.4.8 determine the influential or key people within those environments in conjunction with the Precursillo, Cursillo® and Postcursillo giving priority to the "far away."
 - 2.4.9 promote the evangelization of environments.
 - 2.4.10 study and be familiar with the *Articles of Operation of the United States Cursillo® Movement* and official Cursillo® literature as representatives responsible for overseeing the Movement in the Diocese.
 - 2.4.11 use the technique of personal contact during the Precursillo, Three Day Cursillo® and in the Postcursillo to make friends.
 - 2.4.12 serve as member of the Nominating Committee.
 - 2.4.13 perform such other duties as the Lay Director or Secretariat may assign.
- 2.5 The **Chairperson of the Precursillo** and his/her Committee will ensure the selection and preparation of candidates who will live a Three Day Cursillo® within the Diocese 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 ensure that this process and the necessary follow-up exists for each candidate, the Chairperson will ensure that the sponsor or group sponsoring the candidate knows him/her and has established a sincere friendship, so as to ensure a smooth transition from the Precursillo to the Postcursillo by way of the Three Day Cursillo®. In addition, the Chairperson of the Precursillo shall:

- 2.5.1 ensure that each candidate/friend has received sufficient preparation and information to make an informed decision as to whether to attend a Three Day Cursillo®. A member of the Secretariat or Precursillo Committee should conduct an information session or similar program that each candidate and his/her sponsor should attend prior to the candidate attending a Three Day Cursillo®.
- 2.5.2 carry out the study and discernment (selection) of environments where evangelizing activity will be carried out.
- 2.5.3 receive candidate and sponsor applications.
- 2.5.4 prepare candidate list and ensure that each candidate/friend has received sufficient preparation and information to make an informed decision as to whether to attend a Three Day Cursillo®.
- 2.5.5 use *The Cursillo® Movement Sponsor's Booklet* to educate sponsors as to their responsibility to the candidates and *The Cursillo® Movement - What is It?* booklet to inform candidates about the Three Day Cursillo®.
- 2.5.6 prepare candidates for the Three Day Cursillo® as outlined in the latest edition of the *Leaders' Manual* and other literature of the Cursillo® Movement related to candidate guidelines.
- 2.5.7 establish a viable process for review of all candidate applications received by the Precursillo Committee.
- 2.5.8 follow the "Couples Policy" as set forth in the latest edition of the *Leaders' Manual* concerning those instances where either the candidate is a partner in a denominationally mixed marriage or the candidate's spouse does not intend to attend a Three Day Cursillo®.
- 2.5.9 provide, on an as needed basis, a Sponsor's Workshop to inform Cursillistas about their responsibilities.

- 2.5.10 perform such other duties as the Lay Director or Secretariat may assign.
- 2.6 The **Chairperson(s) of the Cursillo®** and his/her/their Committee and weekend teams ensure(s) that all the necessary elements for the Three Day Cursillo®, in coordination with the Rector(a), are available. The administrative/logistic support for the Three Day Cursillo® program includes such things as: (1) team selection (approved by the Secretariat, with recommendation by the Rector(a)), (2) team preparation in coordination with the Rector(a), (3) oversight of the Three Day Cursillo® weekend facilities, (4) comfort (proper nourishment and rest), and (5) necessary supplies. In addition, the Chairperson of the Cursillo® et al shall:
- 2.6.1 conduct the Three Day Cursillo® properly according to what is authentic, free from improper adaptations and without variation from the National Secretariat and diocesan approved guidelines, for a period of three full days.
 - 2.6.2 use the schedule, sequence, number, and content of the Rollos in the latest edition of the *Three Day Cursillo®* manual selected for use by the National Secretariat.
 - 2.6.3 conduct the Three Day Cursillo® in which all new Cursillistas and lay team members are baptized Roman Catholics of the same sex who can receive the Sacraments of Reconciliation and the Eucharist.
 - 2.6.4 ensure that the make-up of the candidates is diverse in nature, as described in the latest edition of the *Leaders' Manual*.
 - 2.6.5 make reservations and contract with facilities with the approval of the Secretariat for the conduct of the Three Day Cursillo®.
 - 2.6.6 conduct the Three Day Cursillo® with teams of Roman Catholic Cursillo® leaders who are living in Christ, formed in the Cursillo® mentality, essence, purpose, and method, living the Cursillo® methods of perseverance, Group Reunion and Ultreya, and have been regular participants in the School of Leaders for at least one year prior to selection for team service.
 - 2.6.7 schedule a Three Day Cursillo® only if an active Postcursillo is available to integrate new Cursillistas.
 - 2.6.8 emphasize the importance of Group Reunion and Ultreya throughout the Three Day Cursillo®.

- 2.6.9 avoid activities that have the potential to distract the candidates from the true purpose of the Three Day Cursillo®.
 - 2.6.10 minimize contact between those inside the Rollo Room (team and new Cursillistas) with the outside Cursillo® community (including the kitchen team) unless they were part of the team from the beginning.
 - 2.6.11 request general Palanca.
 - 2.6.12 perform other such duties as the Lay Director and Secretariat may assign.
- 2.7 The **Chairperson of the Postcursillo** and his/her Committee ensure that every Cursillista within the diocesan Movement can grow in their Fourth Day. This is accomplished by ensuring a link between the School of Leaders and the Ultreyas (all the Group Reunions) within the Diocese. Furthermore, the Chairperson of the Postcursillo ensures that the Ultreyas maintain their essence by their living and sharing of the love of God and of neighbors in the environments. The Chairperson is also responsible for scheduling and coordinating necessary diocesan, regional, and national workshops. In addition, the Chairperson of the Postcursillo shall:
- 2.7.1 encourage friendship and personal contact with Cursillistas in their Fourth Day.
 - 2.7.2 encourage participation by diocesan Cursillo® leaders in the various Cursillo® workshops and Cursillo® de Cursillos (CDCs) that have been developed for use on a regional level, and in some cases on a diocesan level, to enrich and educate the Cursillo® leaders as to the proper and authentic purpose of the Cursillo® Movement on the diocesan, regional and national levels.
 - 2.7.3 encourage a Spiritual Retreat for all Cursillistas that fosters an opportunity to make friends, rekindle friendships and deepen the three encounters with self, Christ and others discovered during the Three Day Cursillo®.
 - 2.7.4 encourage and facilitate the formation and sustaining of friendship Group Reunions and Ultreyas at both the diocesan and sub-diocesan (groups of neighboring parishes) levels.
 - 2.7.5 ensure that the Ultreya(s) is (are) offered for all Cursillistas and conducted following the essential elements described in the latest edition of the *Leaders' Manual*.

- 2.7.6 maintain a current list of Ultreya locations and coordinators and make available on the Diocesan Cursillo® Website.
 - 2.7.7 plan for, schedule, and coordinate the annual Grand Ultreya.
 - 2.7.8 perform such other duties as the Lay Director and Secretariat may assign.
- 2.8 The **Chairperson of Administration/Treasurer** and his/her Committee shall handle the administrative and financial matters of the Harrisburg Diocese Cursillo® Movement. The Treasurer ensures that the Movement is always financially solvent, and that all local, regional, and national obligations are met. It is also the responsibility of the Treasurer to see that books, publications, and other supplies, which are needed by the Movement, are always available. In addition, the Chairperson of Administration/Treasurer shall:
- 2.8.1 receive and care for all monies and property belonging to the Diocese of Harrisburg Cursillo® Movement and dispose of the same under the direction of the Secretariat.
 - 2.8.2 receive and provide receipts for all amounts due to the Movement, endorse checks, deposit money and sign contracts with the bank in the Secretariat's name and on its behalf in accordance with these By-Laws.
 - 2.8.3 prepare the annual operating budget consisting of all anticipated revenues and expenses of the Secretariat at the outset of the fiscal year, which commences on July 1.
 - 2.8.4 maintain General Liability and Director and Officers (D&O) insurance for the Secretariat.
 - 2.8.5 render to the Secretariat, at regular meetings of the Secretariat, or whenever it shall be requested by the Secretariat as a whole, or by any member of the Secretariat, an account of all transactions made as Treasurer and of the financial condition of the Movement.
 - 2.8.6 communicate and coordinate with the office of the diocesan Controller in the Diocese of Harrisburg as needed.
 - 2.8.7 communicate, coordinate, and make appropriate arrangements with the diocesan Movement's bank as needed.
 - 2.8.8 serve on and chair the Nominating Committee.

2.8.9 perform such other duties as the Lay Director and Secretariat may assign.

2.9 The **Chairperson of Communications/Secretary** and his/her Committee will take attendance and keep accurate minutes of all meetings and see to it that they are distributed promptly to all who should receive them after review and approval by the Secretariat. The Secretary will ensure that all mailing lists are up-to-date and will assume responsibility for maintaining copies of all correspondence and mailings sent out by the Secretariat in a proper and safe manner. In addition, the Chairperson of Communications/Secretary shall:

2.9.1 publish the monthly electronic newsletter.

2.9.2 solicit and distribute Palanca for weekends and provide Palanca to other dioceses.

2.9.3 receive/collect and distribute Secretariat mail.

2.9.4 serve as Webmaster or oversee the work of the Webmaster.

2.9.5 Serve as the Database Manager or oversee the work of the Database Manager.

2.9.6 serve as a member of the Nominating Committee.

2.9.7 perform such other duties as the Lay Director and Secretariat may assign.

ARTICLE VI – TWO-WAY COMMUNICATION

The Secretariat will maintain intercommunication with the Regional and National Secretariats, which shall be supported by the entire Cursillo® Movement, spiritually through prayer and Palanca, as well as materially through the necessary financial contributions. Two-way communication is essential for promoting unity and consistency in the Cursillo® Movement.

ARTICLE VII – IMPLEMENTATION

The Secretariat shall implement the Cursillo® Movement in the Diocese of Harrisburg, according to what is essential and fundamental, as outlined in the official literature of the Cursillo® Movement in the United States.

1. Meetings.

1.1 The Secretariat shall meet at least once each month. Regular meetings will be held on the first Tuesday of the month, unless rescheduled by the Lay Director for good reason. The meetings are open and any member of the Cursillo® Movement is welcome to attend. However, where the nature of the topic during a meeting requires confidentiality, that meeting or the necessary portion of that meeting, may be closed at the discretion of the presiding officer to all but the Diocese of Harrisburg Secretariat members.

1.2 The agenda for a regular Secretariat meeting shall be as follows:

1.2.1 Leaders' Prayer

1.2.2 Group Reunion

1.2.3 Committee Reports

1.2.4 New Business

1.2.5 Old Business

1.2.6 Upcoming Events

1.2.7 Any Other Business

1.2.8 Adjournment and Closing Prayer

1.3 The July meeting each year shall be designated as the Annual Meeting. The purpose of the Annual Meeting will be to:

1.3.1 introduce newly elected members commencing their terms in office.

1.3.2 review, evaluate and update the prior year goals and objectives documented in the Diocese of Harrisburg Cursillo® Movement Apostolic Plan; and

1.3.3 review and approve the annual operating budget.

1.4 Additional Secretariat meetings may be called:

1.4.1 at the request of a simple majority of members present and voting at a meeting of the Secretariat.

1.4.2 at the discretion of the Lay Director or Spiritual Advisor.

1.4.3 at the request of one or more committees.

1.4.4 for a special due process hearing when considering involuntary termination of a member.

2. Conduct of the Proceedings.

2.1 Meetings of the Secretariat will be presided over by the Lay Director, or in his/her absence by the Lay Director Elect.

2.2 The Secretary will take notes and record all decisions in the Minutes of the meeting. If the Secretary is absent, the presiding officer will appoint another member to act as Secretary for the meeting.

2.3 Quorum. A sufficient number of voting members present to cast five (5) votes shall be necessary to constitute a quorum.

2.4 Voting. Decisions of the Secretariat shall be made by voting. Each lay member of the Secretariat as enumerated in Article V, paragraph 1 shall have one vote on all matters requiring a vote. If co-chairpersons are elected to a committee, the committee will still have one vote. Unless otherwise stated in this document, a simple majority consenting vote of the members present is required for approval of a motion. Members must be present to vote.

2.4.1 Note: Participation in meeting by telephone or video conference constitutes presence in person (See Article XIII).

2.4.2 The Tie Vote. A tie vote occurs when 50% vote in favor and 50% vote against. No one receives a majority vote. If there is no way to break the tie vote, the motion is lost.

2.5 Parliamentary Authority. All business of the Diocese of Harrisburg Secretariat shall be conducted in the spirit of Christian love and in accordance with the current edition of the *Robert's Rules of Order*.

3. Three Day Cursillo® Guidelines and Team Formation.

3.1 General Guidelines.

3.1.1 The intent of the Diocesan Secretariat will be to conduct two (2) Three Day Cursillo® weekends for both men and women each year.

3.1.2 Three Day Cursillo® weekend dates and venue shall be determined by the Secretariat.

3.1.3 A minimum of six candidates are required to be registered for either the Men's or Women's weekend for the Three Day Cursillo® to take place. The Secretariat reserves the right of final approval of the minimum number of candidates.

- 3.1.4 Team members shall pay for the weekend during team formation. New Cursillistas shall pay during the weekend.
 - 3.1.5 Sponsors. Sponsors will be responsible for: (1) submitting Candidate and Sponsor Applications; (2) reading and agreeing with the information contained in *The Cursillo® Movement Sponsor's Booklet*; (3) knowing the candidate as much as possible, and praying for direction from the Holy Spirit; (4) providing the candidate(s) with as much information as possible, including a copy of the booklet *The Cursillo® Movement – What is It?*; (5) seeing that the Secretariat has all of the relevant facts about the personalities and dispositions of the candidates for the Three Day Cursillo® and (6) the perseverance of the new Cursillista until he/she is fully incorporated into the Fourth Day Community.
 - 3.1.6 All candidate applications should be received no later than two (2) weeks prior to the Three Day Cursillo®. A late application will not, however, disqualify a candidate from attending the weekend.
 - 3.1.7 Teams should have a mix of experienced and non-experienced team members.
 - 3.1.8 There should be personal witnessing in Rollos where so indicated in the applicable Rollo manual; however, it must be topic specific.
 - 3.1.9 The Secretariat shall maintain a current list of local rule exceptions to the *Three Day Cursillo®* manual.
 - 3.1.10 Pastor signatures will not be required on Candidate Applications. Parishes may at their discretion, however, require the Pastor's signature on these forms prior to submission to the Precursillo Committee.
- 3.2 Selection of Rector(a)s. The Chairperson(s) of the Cursillo® Committee shall nominate Rector(a)s for the Three Day Cursillo®. The Secretariat will approve nominees for this role. Criteria for selection of Rector(a)s is as follows:
- 3.2.1 Service on at least two (2) Three Day Cursillo® teams.
 - 3.2.2 Presented at least one (1) Rollo.
 - 3.2.3 Meets all the criteria for selection of team members enumerated in paragraph 3.3 of this section.
- 3.3 Selection of Team Members. Rector(a)s will have the freedom to select their teams. The initial team roster shall be provided to the Secretariat not later than two weeks prior to the first team meeting. The Secretariat reserves the right of final approval should this be required. Rector(a)s

shall comply with applicable By-Laws and guidelines governing the selection of team members. To guide in the process, Rector(a)s should select team member applicants who are:

- 3.3.1 Cursillistas.
 - 3.3.2 able to receive the sacraments of Holy Communion and Reconciliation in the Catholic Church.
 - 3.3.3 active in Group Reunion/Ultreyas.
 - 3.3.4 members of the School of Leaders.
 - 3.3.5 knowledgeable/versed in the Cursillo® technique and method.
 - 3.3.6 committed to participate in all team meetings, entire weekend, and the regular Group Reunion and Ultreya.
 - 3.3.7 able to pay the cost of the weekend or make other arrangements regarding the payment of the costs.
 - 3.3.8 willing to serve and subordinate himself or herself for the group.
- 3.4 Candidate Qualifications. Sponsors should only submit Candidate Applications for men and women who meet the following minimum criteria:
- 3.4.1 Attain the age of 18 by the beginning of the Three Day Cursillo®.
 - 3.4.2 A baptized Roman Catholic.
 - 3.4.3 Able to receive the Sacraments of Reconciliation and the Eucharist.
 - 3.4.4 Be free of obstacles that hinder the ability to join a Group Reunion.

ARTICLE VIII – GROUP REUNION

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 among its members at its meetings.

ARTICLE IX – AMENDMENTS

Amendments to these By-Laws need to be proposed by a member of the Secretariat or School of Leaders. Amendments may be made at any regularly scheduled meeting by the Secretariat. Approval of an amendment requires at least a two-thirds majority consenting vote of the Secretariat voting membership. Proposed amendments must be submitted to the Secretariat at least one month in advance of the meeting at which the proposed amendment is to be discussed and voted upon.

Emergency Amendments. Notwithstanding the above, if in the opinion of the Lay Director or Spiritual Advisor an emergency amendment is necessary to these By-Laws, the amendment may be made at any time so long as there is a two-thirds majority consenting vote to said amendment by the Secretariat voting membership.

ARTICLE X – AD HOC COMMITTEES AND PRO TEM POSITIONS

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

ARTICLE XI – SPECIAL CONCERNS

Special concerns within the Movement shall be made in writing and addressed to any elected member of the Secretariat. The member will use discretion and present the special concern to the Secretariat no later than the next meeting.

All attempts should be made to resolve special concerns on the Diocesan level. In cases where reasonable time has been given to prayer, study, and discussion, but the special concern cannot be resolved, then the Protocol for special concerns outlined in the Articles of Operation of the United States Cursillo® Movement should be followed.

ARTICLE XII – CONFIDENTIALITY

The business affairs of the Secretariat are intended to be transparent to the Fourth Day Community, except to the extent transacted in closed session, which matters are held strictly confidential for reasons of legal protection. Consistent with Scripture, all gossip (defined for these purposes as the sharing outside the Secretariat meeting of personal information disclosed in the meeting, without the consent of the subject), is strictly prohibited.

ARTICLE XIII – PARTICIPATION IN MEETING BY TELEPHONE OR VIDEO CONFERENCE

Any one or more members of the Secretariat may participate, due to unusual circumstances, in a meeting by means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at such meeting as long as all persons participating in the meeting can hear each other at the same time and each member can participate in all matters before the Secretariat, including without limitation, the ability to propose, object to, and vote upon specific action to be taken by the Secretariat. This flexibility is limited in nature to unusual circumstances only, because the Secretariat is a Group Reunion under the Cursillo® Charism requiring personal interaction.

ARTICLE XIV – CONFLICTS

Where there is a conflict between these By-Laws and the present or future National Secretariat *Articles of Operation United States Cursillo® Movement*, the pertinent section(s) of the National Article(s) will take precedence.

ARTICLE XV – DEFINITIONS OF TERMS USED IN BY-LAWS

1. Cursillo® - A short course in living what is fundamental for being Christian.
2. Cursillista – A person who is experiencing or who has lived a Cursillo®.
3. Environment – The combination of ideas and circumstances which are sustained by the persons who surround us.
4. Fundamental – That which is essential for being a Christian.
5. Group Reunion – A small group of friends who share their lives together as Christians.
6. Kerygma – A Greek word meaning proclamation. The Kerygma of the Church is the proclamation of the message of salvation in Jesus Christ. It is made by witnesses and it aims at conversion.
7. Leader – Refers to the Cursillista who uses his/her personal influence to change the environment.
8. Palanca – Prayers, sacrifices and acts of mercy which are offered to God to obtain something. Palanca should accompany all apostolic action.
9. Quorum – The minimum number of members who must be present for a body to transact business or take a vote.
10. Rollo – The Spanish word for talk.
11. Rector(a) – Team coordinator who directs the activities of the Three Day Cursillo®.
12. Secretariat – The service body that directs, coordinates, and promotes the Cursillo® Movement at the diocesan (or national) level.
13. School of Leaders – It is the community of Christians, with the necessary aptitudes and attitudes, who, in an atmosphere of friendship, search each day to be more focused, committed and linked, to promote the Cursillo® Movement entirely, by intensifying the living of what is fundamental to being Christian in their own lives and in their environments. It is the axis that gives dynamism to the entire Movement.

14. Ultreya – A gathering of Group Reunions in each area.
15. Vertebrae Christianity – Key persons providing backbone for Christian life in every environment.

ARTICLE XVI – BY-LAWS REVISION HISTORY

- 06/09/1984 – Original Articles of Operation Approved. Signatories included: Frank Falcone, William LaCour, John Orndorff, Sandy Golesh, John Baker and one unknown signature.
- 05/21/2013 – Article 4, Section 3, B – Changed terms of Secretariat committee Chairpersons from 2 to 3-year terms, revised the years in which each committee chair would be voted upon and included a 3-year implementation schedule starting in June 2013. Signatories included: Nancy Keener, Betty Berry, Rita Geraci, Donna Nebastinsky, Robin and Michael Schrinier and Lois and Tom Wonsiewicz.
- 02/02/2021 – The Articles of Operation were changed as follows:
 - Title *from* Articles of Operation for Cursillo in Christianity in the Diocese of Harrisburg, Pennsylvania *to* By-Laws for the Secretariat of the Diocese of Harrisburg Cursillo® Movement. Added section to reflect that there is one English language Secretariat and one Spanish Secretariat in the Diocese of Harrisburg that are co-responsible to the Bishop for overseeing the work of the Movement.
 - Preamble to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
 - Article I title *from* Purpose and Responsibility of the Secretariat *to* Name. Rewrote Article to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and Article II, Section C, The Diocesan Secretariat, of the of the *Articles of Operation, United States Cursillo® Movement* to identify the different language Secretariats in the Diocese and the legal name of the entity.
 - Article II title *from* Meetings *to* Purpose to reflect model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and to align purpose with the National Secretariat *Articles of Operation, United States Cursillo® Movement*.
 - Article III Changed title *from* Voting Membership of the Secretariat *to* Membership and Structure of the Secretariat. Changed wording to align the By-Laws more closely with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual* and added the following subtopics: Standard Terms, Term Limits, Nominating Committee and Process, Elections, Additional Members, Resignation of Members, Removal of Members, and

Transition of Members. Moved chairperson rotation cycle, committee information and vacancies replacement procedure from Article 4 to Article III.

- Article IV title *from* Leadership Functions and Responsibilities *to* School of Leaders to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
- Article V title *from* Spiritual Director *to* Member and Committee Responsibilities to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*. Updated voting member and committee duties and responsibilities.
- Article VI title *from* Spiritual Advisors *to* Two-Way Communication to align the By-Laws more closely with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
- Article VII *from* Amendments *to* Implementation to align the By-Laws with the subject matter information in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*. Moved meetings information from Articles 2 and 4 to Article VII. Added subparagraph on Agenda and paragraph on Three Day Cursillo® Guidelines and Team Formation.
- Article VIII title *from* National Article *to* Group Reunion to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
- Article IX Amendments title moved *from* Article 7 *to* Article IX. Rewrote Article to align the By-Laws with the model language in Chapter 7, The Diocesan Secretariat, of the *Leaders' Manual*.
- Article X added new Article title Ad hoc Committees and Pro tem Positions.
- Article XI added new Article title Special Concerns. Added paragraph to reflect that all attempts should be made to resolve special concerns on the Diocesan level.
- Article XII added new Article title Confidentiality.
- Article XIII Added new Article title Participation in Meeting by Telephone or Video Conference.
- Article XIV Changed National Article (Article 8) title *to* Conflicts and moved it to Article XIV.
- Article XV Changed Definitions of Terms title used in The Articles of Operation *to* Definitions of Terms in By-Laws and moved it to Article XV.
- Article XVI Changed History of Revisions title *to* By-Laws Revision History and moved it to Article XVI.
- Article XVII Added new article title Approval.

ARTICLE XVII – APPROVAL

1. Voting Members. The voting members comprising the Secretariat on the date the By-Laws were approved were as follows:

Reverend William Weary, Spiritual Advisor

Deacon Greg Amarante, Assistant Spiritual Advisor

Terri DiBacco, Lay Director

Roseann Guerrini, Lay Director Elect

Robbie Davis, Chairperson of Study/School of Leaders

Tina Stryker, Chairperson of Precursillo

Tony Devlin, Co-chairperson of Cursillo®


Nancy Ramhap, Co-chairperson of Cursillo®

Ron Borza, Chairperson of Postcursillo

Richard Druffner, Chairperson of Administration/Treasurer

Ann Marie Segilia, Chairperson of Communications/Secretary

2. Certification. I certify that the foregoing By-Laws were approved and adopted by the Secretariat at its regular meeting on February 2, 2021.


Ann Marie Segilia
Secretary
Diocese of Harrisburg Cursillo® Movement

2-7-2021
Date