

Canadian Anglican Cursillo

SECRETARIAT OPERATION AND GOVERNANCE



The success of your Cursillo movement is dependent upon its Secretariat leadership. Thus, it is important that you maintain the health of your Secretariat and its operation. Just as a healthy, authentic Cursillo movement follows certain guidelines, so a Secretariat needs to be guided by certain principles. This guideline will give you an overview to accountability, governance and operation of your Secretariat.

ACCOUNTABILITY

The Secretariat needs to ensure its accountability to the Bishop, the Diocesan Cursillo movement, and CACS.

The Secretariat is first accountable to the **Bishop** of the Diocese. Thus, the bishop should be kept informed of all Secretariat meetings, and be sent minutes of each meeting. There should also be at least one meeting annually of the Secretariat Lay Director, Secretariat Spiritual Director and Diocesan Bishop. The Bishop should also be invited to attend Secretariat meetings and the Annual General Meeting of the Cursillo movement.

The Secretariat is also accountable to the **Cursillo community** itself, particularly where it has a fiduciary responsibility. An Annual Report should be presented to the Cursillo community at an open meeting of the community, and a Financial Statement should also be included in this report. The Cursillo community should have the ability to have input into Secretariat plans and budget.

Finally, the Secretariat is responsible to **CACS** (the Canadian Anglican Cursillo Secretariat). Twice yearly regular reports sent to your CACS Provincial Representative on the activities of your diocesan Cursillo movement keeps the CACS informed of successes and challenges within Cursillo, and allows CACS to ensure that the licensing requirements are being adhered to. Sharing your Annual Report with CACS is also a demonstration of your openness and accountability.

Remember that you have a fiduciary responsibility to CACS. A yearly donation to support the work of CACS is required.

The Cursillo weekend leaders - both lay and spiritual directors - need to be fully accountable to the diocesan Secretariat and adhere to the Team Selection Guidelines.

Secretariat Operation and Governance

These weekend leaders should give both a written and verbal report to the Secretariat within a pre-set period of time (perhaps at the first meeting of the Secretariat following the weekend). In addition to routine information (number of candidates, team membership, weekend theme, dates, etc.) being presented, the report should also include details regarding the things that were both successful and which needed improvement. This allows the Secretariat to not only have a full history, but to address issues which may be of concern for future meetings. The weekend leaders can also bring forward suggestions for future team leadership.

GOVERNANCE

An open and transparent means of governance is essential for the health of your Diocesan Cursillo Secretariat and movement.

1. Regular and open Secretariat elections help to ensure that there is always an influx of new people with fresh enthusiasm and commitment to Cursillo involved in decision making and service. This avoids criticism of the Secretariat becoming either inward focused or “cliquish”. (Please refer to CACS Diocesan Secretariat Guidelines for Secretariat structure, qualifications and responsibilities.)
2. Specific terms of office and job descriptions for each Secretariat position make the responsibilities clear for each Secretariat member. There also need to be Secretariat guidelines in place so that there is a means to remove members should they fail to meet their responsibilities.
3. The terms of office should be adhered to so that there is a regular turnover of Secretariat members.
4. It is wise to stagger the terms of office so that there is not a complete overturn of the Secretariat at any one time. It is best to have both newly elected /appointed members serve together with the more experienced secretariat members. For instance, half of the Secretariat positions may be elected one year for a two year term, and the following year the remainder of the Secretariat positions are elected for a two year term.
5. It is not healthy to have more than one family member represented on the Secretariat. The Secretariat must be seen to be without bias or preference.
6. The size of the Secretariat should be limited to no more than 12 in order to be most effective. If more people are needed to fulfill all the activities you have, consider having standing or ad hoc committees of the Secretariat to do the work, and report back to the Secretariat. Remember, Jesus set the example first by calling only 12 to be His disciples.
7. The Secretariat should have clear operating and procedure guidelines which are adhered to and reviewed regularly.

Secretariat Operation and Governance

OPERATION

1. Rules of order to govern meetings should be in place. These should also include conflict of interest guidelines.
2. It is strongly advised that the Secretariat Spiritual Advisor/Director attend every meeting of the Secretariat. Spiritual matters often arise within the Cursillo movement, and a priest is necessary in order to help make decisions.
3. The Secretariat meeting agenda should be circulated in advance, and all members be able to have input into agenda items.
4. Since serving on the Secretariat is the primary apostolate of each member, it is not recommended to also serve on a weekend team while in office.

Serving on the Secretariat of your Diocesan Secretariat is a wonderful opportunity to help serve your community. It comes with much responsibility, but also the assurance that you are helping to further God's kingdom here on earth through your servant hood.

May you be richly blessed as you grow in leadership and fulfill your responsibilities to your Cursillo community!

References:

CACS Guidelines:

Diocesan Secretariat
Evaluating a Diocesan Cursillo Movement
Team Selection