



Canadian Anglican Cursillo

DIOCESAN SECRETARIAT

A Diocesan Cursillo Movement needs informed, devoted leaders in order to fulfill the purpose of Cursillo. The selection and training of such leaders should take into account the need for both continuity and change. Diocesan Movements acknowledge that their existence is authorized and contingent upon the Letter of Agreement with the National Episcopalian Cursillo Secretariat [(NECS) – *see* CACS Guidelines], and that they operate under the authority of the Diocesan Bishop and the Constitution, By-laws and Guidelines of NECS and the Canadian Anglican Cursillo Secretariat (CACS).

Diocesan Movements should establish and operate under individual Constitutions, By-laws and Guidelines developed in accordance with those of NECS, CACS and the Bishop's Pastoral Plan. This is necessary to operate as a Charitable Organization under Federal laws and regulations.

What is Secretariat?

The Diocesan Secretariat is the body of leaders under the authority of the Bishop responsible for developing and guiding the Cursillo Movement. It seeks through Piety, Study and Action to develop an apostolic plan for ongoing transformations of environments for Christ.

It is the administrative arm of the Diocesan Movement and **should be small enough to function as a Group Reunion**. The Secretariat is part of the Servant Community

and responsible to it. All Cursillistas are active members of the Servant Community.

The organizational demands of the Secretariat should be kept to a minimum. As a method, the Cursillo Movement demands only sufficient authority and organization to achieve its purpose. Its structure should be simple, flexible and focused. **Its purpose is not power but empowerment; its authority should be viewed as one of service to the world-wide Cursillo Movement.**

Structure of Secretariat

While Secretariat members may be appointed by the Secretariat itself, with the approval of the Bishop, it is preferable to have a combination of appointed and elected positions. It is recommended that a General Meeting of the Servant Community be held, at least annually for the election and/or appointment of members, approval of budgets and changes to The Constitution, By-laws or guidelines.

Care should be taken to ensure that Secretariat members be diverse, and include men and women of varied ages from different parishes to maintain a reasonable balance. All members must be from the Servant Community. A suggested model is:

- A Spiritual Director appointed by the Bishop.
- A Lay Director appointed by the Bishop on the suggestion of the Secretariat.

- An elected Secretary.
- An elected Treasurer.
- Elected Chairs for the Working Groups that should include a Weekend Committee, a Pre-Cursillo Committee, a Post-Cursillo (Fourth Day) Committee, a Palanca Committee, a Music Committee, and a Communications Committee. Members of the Working Groups may be appointed by Secretariat, but are responsible to it through the elected chair. This involves more people, eases the workload provides accountability, as well as training and equipping of new leaders.
- A method of selecting and preparing successors for the positions of Lay Director and Spiritual Director should be developed. Both the lay Director and Spiritual Director positions should alternate between male and female whenever possible.
- Have served on a Cursillo Weekend Team at least once before assuming office.
- Read and familiarize themselves with the CACS Guidelines, the NEC Library and Leaders Manual, the Diocesan Constitution, By-laws and Guidelines and other official literature as appropriate early in their term.
- Be committed to promoting the Authentic Cursillo.
- Work together to promote a spirit of love, unity and trust.
- Uphold the movement and each other in prayer.
- Have a fixed term of office, suggested to be no longer than three years, staggered so that only two or three members change each year to ensure a mixture of experienced and new members.

Qualifications and Expectations

Members of Secretariat should be representative of all areas of the diocese, should be from different parishes, and immediate family members should not serve on Secretariat at the same time. All Secretariat members should:

- Be active members of a Group Reunion.
- Be active members of the Servant Community for at least one year, and attended a CLW before or during their term of office.
- View Cursillo as their prime apostolate. Secretariat members should not serve on Weekend Teams.

The composition of the entire Secretariat must be approved by the Diocesan Bishop. The Lay Director and Spiritual Director must be members of the Anglican Church of Canada. Members from other denominations may serve on Secretariat in other capacities to a maximum of 10% of the appointed/elected membership.

Responsibilities of Secretariat

The local Diocesan Secretariat is responsible to the Servant Community for:

- Establishing and maintaining ties with CACS through the semi-annual reports, and ensuring that financial support for CACS as per CACS Guidelines is provided annually from the Diocesan Movement.

- Establishing policies and procedures to ensure an active Fourth Day within the Diocesan Movement.
- Ensuring co-ordination of the exchange of Palanca to and from other movements.
- Following CACS Guidelines on Team Selection.
- Promoting concern for an adequate study of local environments.
- Supporting and implementing Cursillo's role in the Bishop's Pastoral Plan, and development of a pastoral Plan for the Servant Community. It is recommended that Secretariats meet at least annually with the Bishop.
- Functioning as a Group Reunion while continuing to grow individually through individual plans of piety, study and action.
- Identifying and developing future leaders within the Servant Community.
- Annually evaluating the effectiveness and authenticity of the Movement and developing a plan of action.
- Financial support through annual donations to CACS based on active membership (\$3 per member).
- Ongoing evaluation of Secretariat and reporting on Secretariat activities in the semi-annual Diocesan reports.
- Conducting leadership and other training as required (e.g., CLW Workshops) to support a healthy and engaged Servant Community.
- Hosting of CACS meetings and Triennial Meetings as required. CACS Meetings, CLW's and the Triennial all provide excellent opportunities for support, growth and fellowship that can contribute to the health and well-being of local Movements. The location of the CACS semi-annual meetings are usually at the invitation of a local Secretariat.
- Participating in the Triennial – each local Movement should ensure that they are represented at each Triennial by duly elected Delegates.

The local Diocesan Secretariat is responsible to the Canadian National Cursillo Secretariat for:

- Upholding the authenticity of the Movement through following the principles and precepts of the Method as outlined in the CACS Guidelines and NECS Library – remember CACS holds the license under which local Movements of the Anglican Church of Canada Cursillo Movement operate.

Bibliography

National Episcopal Cursillo Library.
Revised January 2011 – *What is Cursillo, Secretariat, Servant Community.*

Canadian Anglican Cursillo Library,
Revised April 2011. – *Alpha and Cursillo, Servant Community, Diocesan Pastoral Plan, Constitution, Interdenominational Participation, Letter of Agreement.*