



Articles of Operation
United States Cursillo Movement

Table of Contents

<u>Eduardo Bonnín Address at the III World Ultreya in Rome</u>	4
<u>ARTICLE I - Basic Responsibility</u>	5
Section A - Archdiocese/Diocese	5
Section B - National Body	5
Section C – Cursillos’ Basic Policy	5
<u>ARTICLE II - The Movement’s Structure</u>	6
Section A – National Secretariat	6
Section B - Regional Secretariat	9
Section C - Diocesan Secretariat	10
<u>ARTICLE III – Overall Operational Structure</u>	11
Section A - The Precursillo Phase	11
Section B - The Three Day Cursillo Phase	12
Section C - The Postcursillo Phase	12
<u>ARTICLE IV – Key Operational Personnel</u>	13
Section A – Episcopal Advisors	13
Subsection Ai - National Episcopal Advisor	13
Subsection Aii - Regional Episcopal Advisors	13
Section B – Spiritual Advisors	14
Subsection Bi - National Spiritual Advisor	14
Subsection Bii - Assistant National Spiritual Advisor (Deacon)	14
Subsection Biii - Regional Spiritual Advisor	14
Subsection Biv - Diocesan Spiritual Advisor	15
Section C – National Cursillo Center, National Secretariat, and National Cursillo Service	15
Administrator and National Language Coordinators	15
Section D – Committees	16
Subsection Di – Executive Committee	17
Subsection Dii – Personnel Committee	17
Subsection Diii – Finance Advisory Committee	18
<u>ARTICLE V – Meetings – Encounters – Ultreyas</u>	19
Section A – National Meetings	19

Articles of Operation

Section B – Regional Meetings 20
ARTICLE VI – Regions 20
Section A – Regional Representation and Service 20
Subsection Ai – Regional Coordinator 21
Subsection Aii – Regional Spiritual Advisor and Regional Episcopal Advisor 21
Subsection Aiii – Regional Service Team 21
Section B – Regional Level Activities 22
Subsection Bi – Regional Meeting and Encounter Activities Specific to the Regional Coordinator and Service Team 22
Subsection Bii – Non-Meeting Activities of the Regional Coordinator and Service Team 23
Subsection Biii – Regional Gatherings 24
Section C – Diocesan Representation 24
ARTICLE VII – Diocesan School of Leaders 25
ARTICLE VIII – Articles of Operation Details 25
Section A – When Effective 25
Section B – Amendments and Revisions 26
Section C – Situations Not Covered 26
Revisions 27
Appendix A - Special Concerns & Protocol 28

Eduardo Bonnín Address at the III World Ultreya in Rome

We come from so many well-known and faraway places, but like the first Christians, we are one heart and one soul. All of us have lived the experiences of a momentous meeting with Christ in a Cursillo de Cristiandad and from that moment the living Christ of the Gospel, He who presents us to the Church, has been our reference point, our constant motivation and our guide. This is the objective of our Movement: to make possible for people to meet Christ who grows and develops in the Christian by grace in a conscious, intense and infectious manner.

Today, I feel thrilled and grateful because the idea, which was put into our souls when we were twenty years old, was not an illusion, nor a youthful fancy, nor an excitement proper to one's age, but a plan from the Spirit of God.

The fact of being united here invites us to reflect on the roots of the Foundational Charism of our Movement and to remember that the disposition of men or women facing the personal and vital world, which is the area of influence of the Cursillo, is always the same whatever the latitude, place and culture. Disposition does not take up time or space. It is an attitude facing the fact of living.

Cursillo is a Movement, which in its own way, has established itself in the Church in such a way that Christian realities might become life in the individuality, originality and creativity of each person, because each one, discovering his potential and accepting his limitations, lives his freedom with conviction, strengthens his will with decision and constantly fosters friendship in his personal and community daily living.

The Cursillos are the wonderful news, that God loves us, communicated by the most human means, which is friendship, to lead each one to what is best for him.

For this we ask and continue to ask that the laity, who constitute the majority of men and women of today, may meet one another in the place where they live and in the simplest way, with the living Christ of the Gospel and that in feeling themselves united to Him by grace, they change the rhythm of their own life and learn to relish it and accept it, without having to move away from where they live, because places in the highways of human existence, may be the yeast which, in some way leavens the Christian milieu and the condition in which they live their lives is changed.

All this is done while they continue to be lay men and women since we think that the simplest lay element of the laity, namely that it constitutes the most natural essence of its lay state, is the fact of being able to live in the midst of the world's excesses where the most authentic values are unknown, belittled or not valued. In this general situation, the Cursillo offers simple and concrete means so that each may live and grow in his faith.

We ask that those who are passing through the world may meet with people who believe in the truth and are convinced of their own faith, living, enthusiastic and capable witnesses, through their attitude in facing life and attracting others through the joy of living with God and man.

This is our aim, for this we are striving. Once again, we are gathered in Rome to strengthen our common faith and be able to achieve this end, as well as thank our Holy Father for the wonderful attention that he has always given our Movement. We are also concerned about the concerns of the Holy Father and we desire to commit ourselves to collaborate with him.

We think with gratitude of all those who have died so that Christ may reach as many people as possible. Many in fact are those who have experienced the grace of faith and the gift of inspiring it with joy. We also remember those, who more than us deserve the gift of being here and who for reasons of work, family, possibility, or economy have not been able to join us. With renewed spirit, united to all of them in prayer and united to Christ, we return anew to the world to continue our usual pilgrimage, with which we are well acquainted because we bear it deep within our soul: to journey with Christ towards the Father, with the help of the Holy Spirit and of Mary and all the saints, bringing all our brothers and sisters with us.

De Colores!

Eduardo Bonnín

St. Peter's Square, Rome

July 29, 2000

Revision 2 – November 2019

ARTICLE I - 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 to see that neither the Movement nor its method is altered or used for a purpose other than that for which it is intended.

Section B - National Body

The Diocesan, Regional and National Secretariats are responsible to promote the gift of the Foundational Charism of friendship with self, Christ and others given to Eduardo Bonnín Aguiló. This Charism was blessed by Bishop Juan Hervás and supported by Msgr. Sebastian Gayá, and others.

Section C – Cursillos’ Basic Policy

Each Diocesan Movement shall abide by the Basic Policy established by the National Secretariat to ensure consistency and unity in the Cursillo Movement.

The following criteria shall serve as determining factors for a Diocesan/Archdiocesan Movement to have unity in the creative expression of the mentality of the founder of the Cursillo Movement and to provide a criterion as to what constitutes an authentic Movement in a diocese with the privilege to use the Cursillo name, logo and materials.

The Diocesan/Archdiocesan Movement shall:

1. Have the approval of the local ordinary (Bishop/Archbishop) to establish or re-establish Cursillo in the Diocese/Archdiocese.
2. Be affiliated with the Regional and National Secretariats. Such affiliation includes a mutually supportive relationship with other levels 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.
 - b. Receive the services of the National Secretariat.
 - c. Support the Movement at the Regional and National level.
 - d. Pay an annual affiliation fee to Regional and National.
3. Be faithful to the mentality, essence and purpose of the Movement and the three phases of its method; Precursillo, Three Day Cursillo and Postcursillo, by:
 - a. Following the official Cursillo literature and resources.
 - b. Following the *Articles of Operation for the Cursillo Movement* in the United States.
 - c. Applying the Three Day Cursillo according to what is fundamental, free from improper adaptations, using the approved Rollo outlines, for a period of three (3) full days, to Roman Catholic candidates of the same sex, by a Roman Catholic team that is exemplary in their own living experience of the Christian life and the Cursillo method.

For additional information, see Article III Overall Operational Structure.

Revision 1 - November 2018

4. Have a community of leaders, both clergy and lay, responsible for properly implementing the method with particular attention to the Postcursillo needs of the Cursillistas. This community of leaders, called the School of Leaders, is described in detail in Article VI.
5. 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.

Note: The official resources the US Cursillo uses for studying its Charism are available on the National Cursillo website bookstore, Cursillo Resource Center and Fundación Eduardo Bonnín Aguiló, (FEBA).

ARTICLE II - The Movement's Structure

Section A – National Secretariat

The National Secretariat is the body, with the oversight of the National Episcopal Advisor, which will guide and coordinate the Cursillos in Christianity Movement in the United States and represent the Movement on the National and International levels.

The National Secretariat maintains its identity as an autonomous body, always mindful that it is responsible to the National Conference of Catholic Bishops through its National Episcopal Advisor for the Cursillo Movement in the Roman Catholic and Eastern Rite Catholic Churches in the United States.

This identity is a question of a freedom that is to be acknowledged and guaranteed by ecclesial authority and always and only to be exercised in communion with the Church. 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.

1. The principal purpose of the National Secretariat is to establish policy and provide service for the Movement. 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, National Apostolic Plan and the Regional structure.
 - b. To establish and implement policy for the good progress of the Cursillos in Christianity in the 12 Regions. To assure authenticity of the Cursillo Movement in each diocese, the National Secretariat will set policy in accord with the official resources the US Cursillo uses for studying its Foundational Charism.
 - c. To be of service to the diocesan bishops with respect to the Cursillos in Christianity.
 - d. To guide the introduction of the Cursillo Movement in a diocese when and where the Movement is requested 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.

Articles of Operation

- f. To promote friendship and communication within the Movement and maintain relationships with the four International Cursillo groups; Asian Pacific Group, European Group, Latin American Group, North American Caribbean Group.
 - g. To unify the Movement with regard to the mentality, essence, purpose and method of the Cursillo Movement.
 - h. To provide Cursillo literature, material and publications to Diocesan Movements and make available workshops and encounters as necessary to inform the Cursillo leaders about the Foundational Charism.
 - i. To be a means of reconciliation and to work for the resolution of special concerns at the diocesan, regional, and national levels. The Chairperson of the National Secretariat, working with the Regional Coordinator, National Language Coordinator and National Cursillo Service Administrator, follows the proper protocol (refer to Appendix A for protocol).
 - j. To keep the Movement united with the evangelizing mission of the Roman Catholic Church in the United States.
 - k. To encourage an open dialogue within the Cursillo Movement in the United States through National Secretariat Meetings, National Encounters, Regional and Diocesan reunions.
 - l. To help the leaders, clergy and religious understand the National, Regional and Diocesan needs of the Movement.
2. The members of the National Secretariat consist of the Regional Coordinators of each recognized language group, the National Episcopal Advisor, the National Spiritual Advisor and the Assistant National Spiritual Advisors. A recognized language Coordinator is selected in one of the following ways:
- a. If a Region has at least three dioceses affiliated with the National Cursillo Movement, with active Cursillo Movements in that language group, those active Movements may select a Regional Coordinator who will serve on the National Secretariat. The term “active Cursillo Movements” means that the Movement has Group Reunions, Ultreyas, Schools of Leaders and Cursillo Weekends.
 - b. If a language group does not have at least three active dioceses in any Region but has at least four active Cursillo Movements in the United States, that language group may select one person nationally to represent them on the National Secretariat.
 - c. In the event there is concentrated affiliated Cursillo activity of a language group within a Region and no reasonable possibility of that language group complying with (a) or (b) above, special consideration may be made by the National Secretariat at the first meeting following that language group’s request for special consideration.

Note: The Assistant National Spiritual Advisor is to be a member of the National Secretariat with voice; but no vote.

3. The National Secretariat shall meet at least twice a year – the Annual Meeting close to and following the start of the fiscal year and in the summer in conjunction with the National Encounter. Dates and sites for meetings of the National Secretariat shall be determined by the National Cursillo Service Administrator in consultation with the Executive Committee.

Articles of Operation

Special meetings of the National Secretariat may be called in one of two ways and will be held within forty-five (45) days of the request:

- a. From at least two-thirds of the members thereof, or
- b. From the Executive Committee of the National Secretariat with the concurrence of the National Episcopal Advisor.

No meeting of the National Secretariat may be held unless at least 50% of the membership and 50% of the Regions are represented. Observers may attend the National Secretariat meetings with the approval of the Executive Committee. They may have a voice, but not vote. The National Secretariat reserves the right to meet in an executive session.

4. Each member of the National Secretariat present at a meeting of the National Secretariat has one vote. The Chairperson of each meeting will be 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/Personnel Committee. In the event a special meeting of the National Secretariat is held, 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 responsibilities as the Chairperson of the National Secretariat/Executive/Personnel Committee.
5. The position of Chairperson will rotate annually, in order to achieve equal representation. The Chair should alternate between language groups present on the Executive Committee. No language group will re-chair until all language groups present have served as Chair to avoid language barriers, adequate translation will be provided to all language groups present.

The Chairperson shall:

- a. Conduct the meeting in a structured manner that allows opportunity for participation of all present and a clear indication of approving or disapproving recommendations/motions presented by members of the Secretariat.
 - b. With the approval of the National Secretariat, appoint committees from the membership as needed to accomplish specific tasks.
 - c. Approve National Staff invoices.
 - d. Lead the executive committee in completing annual performance reviews.
6. The National Secretariat should make its decisions through a prayerful discernment process.

The National Cursillo Center will be responsible for travel and lodging expense for members of the National Secretariat attending the Annual Meeting. Since the Regional Coordinators are expected to attend the National Encounter in the summer of each year, the Regions, Dioceses, or the individual member are responsible for expenses incurred to attend the summer National Secretariat Meeting.

Section B - Regional Secretariat

It is the responsibility of the Secretariats to safeguard the Foundational Charism of the Cursillo Movement and to see to its promotion, development and direction at the diocesan, regional and national levels.

In lieu of having a separate Regional Secretariat for each language group, the Regional Coordinators may determine that it is in the best interest of the Region to establish a single Regional Secretariat, consisting of all Lay Directors and Spiritual Advisors for all language groups of that Region. In some Regions, it may be necessary to establish a combination of Regional Secretariats (e.g., one Regional Secretariat for each individual language group).

Diocesan Lay Directors and the Spiritual Advisors from the particular language group(s) within the region comprise the voting members of the Regional Secretariat. In the event a Lay Director or Spiritual Advisor is unable to attend a Regional Secretariat meeting, they should send a proxy to assume their duties. Non-voting members of the Regional Secretariat include the Regional Coordinator, Regional Service Team Spiritual Advisor, and the Regional Service Team Members. Only a layperson who is a current voting member of the Diocesan Secretariat shall serve as proxy for the Lay Director and only a priest, deacon or vowed-religious shall serve as proxy for the Spiritual Advisor. The respective Regional Coordinators must receive written notification, at least two weeks in advance of any proxies for the upcoming meeting.

The purpose of the Regional Secretariat is to:

- a. Determine the educational needs of the various diocesan Cursillo Movements within the Region.
- b. Determine the educational needs of those attending Regional meetings/functions.
- c. Encourage the Regional Coordinators and Regional Service Team members to promote and conduct nationally recognized workshops and Cursillo de Cursillos (CDCs) throughout the Region.
- d. Provide an atmosphere for open sharing among the various Diocesan Cursillo leaders. Lay Directors should meet with other Lay Directors and Spiritual Advisors should meet with other Spiritual Advisors.
- e. Help ensure proper communication between the Regional leaders and the Cursillistas within the diocesan Cursillo Movements.
- f. Review Regional Service Team Pool candidate applications in order to determine the best-qualified individuals to be selected to service the entire Region. It is the Regional Secretariat's responsibility to select the Regional Service Team members who will serve all the dioceses of that Region from the Regional Service Team Pool. The Regional Secretariat should ensure that a proper balance of leadership is maintained throughout the entire Region.
- g. Review and discuss correspondence from the National Cursillo Center, National Staff and Regional Coordinators.
- h. Maintain a proper set of Regional Bylaws and a Regional Apostolic Plan.
- i. Provide necessary finances to allow for the work of the Region. The Regional Secretariat shall establish, by a two-thirds ($\frac{2}{3}$) majority of those present and voting, an amount of support to be contributed by the aligned diocesan Secretariats (Regional

- Affiliation Fees). This amount may be altered periodically, also by a two-thirds ($\frac{2}{3}$) majority vote.
- j. Take measures to correct any deficiency or relieve the individual from his or her duties if a Regional Coordinator or Service Team Member is not properly performing his or her duties.
 - k. Create and maintain a Regional Service Team Pool of qualified leaders who are eligible and suitable to serve as Regional Service Team members and who are willing and able to cooperate with the Regional Coordinator and Service Team in providing service to the dioceses in the Region. (See Note: Refer to RSTM below)
 - l. Contribute to the National Secretariat and follow its policies.

Note: Refer to the Regional Service Team Member Orientation Package for more information.

Note: The United States is possibly the only country that has a Regional level.

Section C - Diocesan Secretariat

Each Diocesan Movement should have a small representative body, lay and clergy/religious, selected from the active participants in the School of Leaders, called the Diocesan Secretariat, which is co-responsible with the local ordinary (Archbishop/Bishop) for overseeing the work of the Cursillo Movement in a particular diocese.

This Secretariat shall safeguard the Cursillo identity, that is, its Foundational Charism, with the assurance that its relationship and affiliation with the National Secretariat will keep the Movement true to the Cursillo mentality, essence, purpose and method.

The National Secretariat encourages the establishment and maintenance of one Diocesan Secretariat for the Cursillo Movement in each Diocese/Archdiocese and, if needed, separate Schools of Leaders for language reasons. However, where pastoral reasons demand it, and with the approval of the local bishop, a separate Secretariat may be established to better serve geographical distances or language differences. If, however, a separate Secretariat is established due to language differences, at least 75% of the membership of the separate Secretariat and its School of Leaders should be of the same language background and unable to communicate well in English. When more than 25% of this membership is able to communicate well in English, the two Secretariats should be combined.

Two-way communication, cooperation and liaison are essential on the diocesan level between the different Secretariats in order to promote unity and consistency in the Cursillo Movement.

The purpose of the Diocesan Secretariat is to:

- a. Support and communicate the policies of the National Secretariat as set forth and/or referenced herein and any amendments thereto.
- b. Receive the services of the National Secretariat and National Cursillo Center.
- c. Work with the National Secretariat for the unity and authenticity of the Cursillo Movement throughout the Regions in the United States.
- d. Respect the established copyrights and trademarks held by the National Secretariat.

Articles of Operation

- e. Review the Articles of Operation on an annual basis as established by the National Secretariat of the Cursillo Movement in the United States.
- f. Support the Cursillo Movement of the United States on the Regional and National levels; this support includes:
 - 1) Ensuring palanca for the Cursillo Movement is happening at all levels Diocesan, Regional, National, and World.
 - 2) Submitting the Regional dues and affiliation fees in a timely manner.
 - 3) Ensuring the participation by Diocesan leaders at Regional and National levels, including Regional Spring and Fall Meetings/Encounters and National Encounters.
- g. Prepare and adopt a set of By-Laws modeled on those in the latest edition of the *Leaders' Manual*. These 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 local ordinary (Archbishop/Bishop) and to the National Cursillo Center and the appropriate Regional Coordinator.
- h. Prepare and maintain a current and viable Cursillo Apostolic Plan for the diocesan Cursillo Movement that addresses the three phases of the Movement (Precursillo, Three Day Cursillo and Postcursillo).
- i. Maintain affiliation status with the National Secretariat of the Cursillo Movement of the United States. Such affiliation requires association with other elements of the Movement, namely 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 – Overall Operational Structure

Section A - The Precursillo Phase

The Precursillo phase is vital for the evangelizing effectiveness of the method. It is an essential phase which encourages and prepares the person through an offer of friendship for an encounter with self, Christ, and others in the Cursillo Weekend experience so that the person might live a new life according to this triple encounter which continues in the Postcursillo.

The Secretariat should ensure that the Precursillo program:

- a. Ensures that each candidate/friend has received sufficient preparation and information to make an informed decision as to whether or not to attend a Cursillo Weekend. 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 Weekend.
- b. Uses the *Sponsor's Booklet* to educate sponsors as to their responsibility to the candidates and the Cursillo, "What Is It?" booklet to inform candidates about the Cursillo Weekend.
- c. Prepares candidates for the Weekend as outlined in the latest edition of the *Leaders' Manual* and other literature of the Cursillo Movement related to candidate guidelines.
- d. Establishes a viable process for review of all candidate applications by the Precursillo committee of the Secretariat and the Spiritual Advisor of the Diocesan Movement.

- e. Follows 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 Cursillo Weekend.
- f. Provides a Sponsor's Workshop to inform Cursillistas about their responsibilities.

Section B - The Three Day Cursillo Phase

The Three Day Cursillo Weekend is a specific and concrete form of kerygmatic evangelizing activity, described as “jubilant communication of being Christian”, in which the living and sharing of what is fundamental to being Christian is encouraged, a profound personal experience that can determine a new orientation of the life of the person.

The Secretariat should ensure that the Three Day Cursillo program:

- a. Conducts the Three Day Cursillo, without variation, for three full days.
- b. Uses the schedule, sequence, number and content of the Rollos as contained in the latest edition of the Three Day Cursillo manual selected for use by the National Secretariat.
- c. Conducts Three Day Weekends in which all candidates and lay team members are baptized Roman Catholics of the same sex who are able to or could receive the sacraments of Reconciliation and the Eucharist.
- d. The make-up of the candidates should be diverse in nature, as described in the latest edition of the *Leaders' Manual*.
- e. Conducts Three Day Weekends 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.
- f. Schedules Three Day Cursillo only if an active Postcursillo is available to integrate new Cursillistas.
- g. Emphasizes the importance of Group Reunion and Ultreya throughout the Three Day Cursillo.
- h. Avoids activities that have the potential to distract the candidates from the true purpose of the Three Day Cursillo.
- i. Should minimize contact between those inside the Rollo Room (team and candidates) with the outside Cursillo community (including the kitchen team).
- j. Requests general Palanca.

Note: Spiritual Advisor recommendations should be sought for candidates in question.

Section C - The Postcursillo Phase

The Postcursillo is an essential phase to enable each person to live constantly what they have experienced during the Cursillo Weekend (what is fundamental to being Christian), by means of a process of a conscious, growing and shared conversion. By being Christian and Church in the world, the person transforms and renews this world from within according to God's plan.

The Secretariat should ensure that the Postcursillo program:

- a. Encourages friendship and personal contact with Cursillistas in their 4th Day.

- b. Encourages participation by Diocesan Cursillo leaders in the various Cursillo Workshops and 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.
- c. Encourages 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.
- d. Encourages and facilitates the formation and sustaining of friendship Group Reunions and Ultreyas at both the diocesan and sub-diocesan (groups of neighboring parishes) levels.
- e. Ensures that the Ultreya(s) is offered for all Cursillistas and conducted following the essential elements described in the latest edition of the *Leaders' Manual*.

ARTICLE IV – Key Operational Personnel

Section A – Episcopal Advisors

Subsection Ai - National Episcopal Advisor

The National Episcopal Advisor shall be selected from the United States Catholic Conference of Bishops (USCCB) to serve as National Episcopal Advisor for the United States Cursillo Movement. The National Episcopal Advisor shall serve a five-year term, renewable once.

Specific responsibilities of the National Episcopal Advisor are as follows:

- a. Be present at the National Secretariat's fall business meeting.
- b. Be present at the Movement's National Encounter and the National Secretariat meeting held immediately prior to the start of the National Encounter.
- c. Be present at the National Secretariat's Executive Committee meetings. The Executive Committee generally meets immediately prior to the National Secretariat meetings.
- d. Maintain a communications link between the National Cursillo Movement and the National Conference of Catholic Bishops.
- e. Intercede, at times, with bishops throughout the United States to ensure that the integrity and the authenticity of the Cursillo Movement is not being jeopardized.
- f. Encourage the continual spiritual growth of the Cursillo Movement in the United States.
- g. Assist the Movement to maintain a focus on the most recent trends affecting the Roman Catholic Church, both here in the United States and throughout the world.

Subsection Aii - Regional Episcopal Advisors

Each Region should, with the permission and approval of the National Episcopal Advisor, select a Regional Episcopal Advisor whose main function will be to be a liaison with the bishops in that Region.

Regional Coordinator(s) select from the bishops in their respective Region, one bishop to serve as the Regional Episcopal Advisor. Once the Regional Coordinator(s) make their selection, that

bishop's name should be forwarded to the National Episcopal Advisor via the National Cursillo Center. The National Episcopal Advisor will then send a letter providing a description of the service that is being requested and inviting that bishop to serve as the Regional Episcopal Advisor.

Section B – Spiritual Advisors

Subsection Bi - National Spiritual Advisor

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.

The National 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 National Encounter.

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 Chairperson. Whoever takes his place at the meeting has the same duties and privileges as the National Spiritual Advisor.

Subsection Bii - Assistant National Spiritual Advisor (Deacon)

The Executive Committee will propose a Deacon in good standing in his diocese, and with experience in the Cursillo Movement, to serve as Assistant National 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 individual. The Executive Committee should select the best person available, keeping in mind the different elements of Cursillo in the United States.

The Assistant National Spiritual Advisor's primary function is to assist and support the National Spiritual Advisor in meeting the spiritual needs of the National Secretariat members at each meeting. Exercising his role as clergy, he will be responsible for the spiritual and liturgical acts of the National Secretariat meetings and the National Encounter.

Subsection Biii - Regional Spiritual Advisor

Ideally, each Regional Service Team should strive to have a Spiritual Advisor for the Team. The Regional Spiritual Advisor will be selected by the Regional Coordinator and respective Regional Service Team with the approval of the Regional Episcopal Advisor. The Regional Spiritual Advisor shall serve a three-year term, renewable once. Qualifications for the Regional Spiritual Advisor should include, but not be limited to:

- a. Be a priest, deacon, or vowed religious in good standing in his/her Diocese/Archdiocese.
- b. Be involved in the Cursillo Movement at the diocesan level.
- c. Be familiar with the current Spiritual Advisor's Manual (SAM).
- d. Have participated in or be willing to participate in a Spiritual Advisor's Workshop.
- e. Have a good understanding of the basic principles of the Cursillo Movement.

- f. Support the Magisterium of the Roman Catholic Church.
- g. Support the efforts of the United States Conference of Catholic Bishops.
- h. Support and promote the Foundational Charism in all phases of the Cursillo Movement as indicated in approved Cursillo literature.
- i. Be a good Spiritual Advisor/Director.
- j. Be outgoing, loving and friendly.
- k. Have the approval of his/her local Ordinary to serve in this capacity.

The Regional Spiritual Advisor will meet the spiritual needs of the Service Team members and the Cursillistas in his/her language group in the Region, as well as seeing that appropriate liturgies, etc., are provided for each of the Regional meetings/encounters. The Regional Spiritual Advisor will contact the Diocesan Spiritual Advisors within their language group to determine if they need assistance.

The Regional Spiritual Advisor is encouraged to attend Regional Service Team meetings and Regional Encounters. The Regional Spiritual Advisor's duties are provided in greater detail in the current edition of the Spiritual Advisor's Manual.

Subsection Biv - Diocesan Spiritual Advisor

A Diocesan Spiritual Advisor is a priest, deacon, or vowed religious who is appointed by the local Ordinary for the support and promotion of the Cursillo Movement within the diocese and has lived the Cursillo Weekend.

“The Spiritual Advisor, who is appointed by the bishop, maintains a link between the Movement and the Bishop's Office. To insure proper spiritual assistance to the Movement, the Spiritual Advisor will be responsible for acquiring other priests, deacons and vowed religious to assist with the Doctrinal rollos and Meditations during the Cursillos, as well as in the School of Leaders and in the Spiritual Advisor's role during the Ultreyas. The Spiritual Advisor will continually encourage the Secretariat members to discern all their activities.” (*Leaders' Manual*)

It is recommended that a Spiritual Advisor be assigned for a five-year term; however, the final approval for term of service will come from the Bishop. The Diocesan Secretariat will suggest candidates for future appointment by the Bishop before the end of the Spiritual Advisor's term.

It is best if the Spiritual Advisor can live his/her own 4th day with the method of Group Reunion and Ultreya. This will help him/her to understand the ongoing conversion throughout a Cursillistas' 4th Day. The Diocesan Spiritual Advisor's duties are provided in greater detail in the current edition of the Spiritual Advisor's Manual, 2016-revised edition.

Section C – National Cursillo Center, National Secretariat, and National Cursillo Service Administrator and National Language Coordinators

The National Cursillo Center, the National Secretariat and its personnel are 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.

The National Cursillo Center will be under the direction of a National Cursillo Service Administrator who will be the Movement's administrator and legal representative. The National Cursillo Service Administrator shall submit a written report of the work of the National Center to the National and Diocesan Secretariats annually. The National Cursillo Service Administrator shall prepare an annual operating budget for the National Cursillo Center for approval by the National Secretariat.

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 Personnel Committee shall have the responsibility to hire, evaluate and dismiss, if necessary, the staff of the National Cursillo Center, as distinct from the office personnel.

The National Cursillo Service Administrator shall be responsible for hiring, evaluating and dismissing office personnel. The National Cursillo Service Administrator is empowered to charge a fee for any materials or services provided by the National Center.

The National Language Coordinators work closely with the National Secretariat to communicate, implement, and safeguard the Foundational Charism of Cursillo. This is accomplished through educational articles, meetings, workshops, Regional and National Encounters, etc. Currently there are three National Language Coordinators in the Movement.

1. The National English Coordinator serves the needs of the English-speaking Cursillistas in the 12 Regions.
2. The National Hispanic Coordinator serves the needs of the Spanish-speaking Cursillistas in the 12 Regions.
3. The National Vietnamese Coordinator serves the needs of the Vietnamese-speaking Cursillistas in the 12 Regions.

Job descriptions, qualifications and terms of service of the National Staff positions are subject to approval by the National Secretariat and shall be maintained in writing by the Personnel Committee.

Section D – Committees

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 by the National Secretariat and shall be maintained in writing by the Executive Committee.

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

Subsection Di – Executive Committee

The National Secretariat selects a total of four Regional Coordinators (two each year) for a two-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 one and one-half (1½) 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. Upon election, the individual garnering the most votes will become the ViceChairperson of the National Secretariat and will serve in such capacity for one year. At the completion of this term the Vice-Chairperson will become the Chairperson of the Executive Committee and will serve in such capacity for one year.

All actions, individually or collectively, are subject to approval of the National Secretariat at its next scheduled meeting. The Executive Committee will inform the National Secretariat within fourteen (14) days of actions taken at the previous Executive Committee Meeting.

The makeup of the Executive Committee will reflect the makeup of the National Secretariat members. Since most members of the National Secretariat represent the Spanish and Englishspeaking 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. One member of the Executive Committee will be appointed Secretary to document the meeting minutes. 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. (Not to exceed) two other members from the National Secretariat

The National Cursillo Service Administrator, the National Episcopal Advisor, the National Spiritual Advisor, the Assistant National Spiritual Advisors and the National Language Coordinators should attend the Executive Committee meetings. The National Cursillo Service Administrator, the National Spiritual Advisor, the Assistant National Spiritual Advisors and the National Language Coordinators will have voice, but no vote. The Executive Committee may excuse any of the Staff Members for a portion of any meeting.

Subsection Dii – Personnel Committee

The Personnel Committee shall work to ensure that the actions of the National Cursillo Service Administrator and the National Language Coordinators are carried out. 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.

The Executive Committee of the National Secretariat also serves in the capacity of the Personnel Committee. Duties and responsibilities of this committee include:

- a. Reviewing the performance evaluations of the National Cursillo Center office personnel, which are completed by the National Cursillo Service Administrator.
- b. Performing the annual review of the National Cursillo Service Administrator in accordance with the NCSA Job Profile and Description.
- c. Performing annual reviews of the National Language Coordinators in accordance with the Job Profile and Description.
- d. Reviewing periodically the job descriptions of the National Staff positions and making suggested updates of those descriptions to the National Secretariat.
- e. Acting as a consulting body to the National Secretariat, and
- f. Performing such other special assignments as requested by the National Secretariat.

The Executive Committee will meet at least twice a year for the transaction of its business: at the Fall Annual Meeting and before the National Encounter. All Executive Committee meetings require a quorum of three members, one being the National Episcopal Advisor or, if he is not available, the National Spiritual Advisor.

Subsection Diii – Finance Advisory Committee

The Finance Advisory Committee is appointed by the National Secretariat. All recommendations of the committee are subject to approval of the National Secretariat. The composition of the committee is as follows:

- a. A chairperson who is a member of the National Secretariat. This position shall have the same eligibility requirements as the executive committee. The chairperson shall not be eligible to serve on the executive committee.
- b. At least two members who are not National Secretariat members.
- c. The National Cursillo Service Administrator (Ex Officio member).

The responsibilities of the Finance Advisory Committee are as follows:

- a. Meet as required to review prior year's financial performance and assist in developing a budget for the National Movement for submission to the National Secretariat.
- b. Review safety and soundness of investments with the National Finance Committee and Executive Committee and make recommendations to the National Secretariat annually.
- c. Insure that annual reports of the investment company holding the investments of the National Secretariat are distributed to the Executive Committee.
- d. Provide at least quarterly reports from the Financial Tracking System to the Executive Committee.
- e. Present a detailed review and comments of the proposed budget developed by the committee and the National Cursillo Service Administrator to the National Secretariat at its annual November meeting for review and approval.
- f. Work with the Personnel Committee to coordinate financial needs of the staffing developed, established and recommended by that committee.

- g. Provide specific reports as requested by the National Secretariat or the National Cursillo Service Administrator.
- h. Collaborate with the National Cursillo Service Administrator to ensure that an independent Certified Public Accountant to complete an independent audit at a frequency as needed or required by law.

The Chair of the Finance Advisory Committee is selected during the summer meeting and serves until the end of his/her term on the National Secretariat. Continuation of the retired National Secretariat member is at the discretion of the National Executive Committee.

ARTICLE V – Meetings – Encounters – Ultreyas

Section A – National Meetings

A National Encounter 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. The National Secretariat entrusts the National Cursillo Service Administrator NCSA to plan and coordinate National Encounters and National Ultreyas. The role/scope of responsibilities of the National Cursillo Service Administrator, National Encounter Chair, and others are defined in the National Encounter Planning Guide.

Regions or dioceses desiring to host a National Encounter or National Ultreya shall notify the National Cursillo Service Administrator of the National Cursillo Center.

Also see Article II, Section A for National Secretariat Meetings.

Section B – Regional Meetings

Regional meetings/encounters should be held at least twice a year, each before the dates of the National Encounter. These two Regional meetings/encounters should contain the following elements:

- a. A Regional Secretariat meeting: Diocesan Reports, Finance Report, Diocesan needs and/or concerns, etc.
- b. Opportunity for Spiritual Advisors to meet with one another.
- c. Opportunity for Lay Directors to meet with one another.
- d. Educational and spiritual growth opportunities for all present.
- e. Opportunities to go deeper into the Foundational Charism of Cursillo.
- f. Opportunities to make friends or rekindle friendships.
- g. A Regional Ultreya.
- h. Opportunities for personal Contact and a mini-workshop based on the method of Cursillo.

The Regional Encounters are open to all Cursillistas within the Region.

ARTICLE VI – Regions

In order to provide better coordination and development of the Movement, the National Secretariat has established 12 Regions composed of geographical clustering of Diocesan Movements. The number of Regions and the general alignment of dioceses within them will be determined by the National Secretariat.

Section A – Regional Representation and Service

Each Region should be represented and served by the following:

- a. Regional Episcopal Advisor
- b. Regional Spiritual Advisor (one per language element)
- c. Regional Secretariat (one per language element)
- d. Regional Coordinator (one per language element)
- e. Regional Service Team (three to five members per language element)

These representatives center in a group reunion the basic responsibilities of the growth and development of the Region, particularly through diocesan visitations and Regional workshops.

Subsection Ai – Regional Coordinator

The Regional Service Team members, the Regional Secretariat and the Regional Spiritual Advisor select one of the Regional Service Team members to be Regional Coordinator for their language group, if that language group is active in at least three dioceses in the Region.

Those eligible to be selected are current members of the Regional Service Team who have served at least one year in their present term on the Regional Service Team and have been contacted prior to the meeting and have agreed to serve as a Regional Coordinator for a term of three years.

Each Regional Coordinator serves as a member of the National Secretariat during the same threeyear period.

The National Secretariat has agreed that neither a former member of the National Staff nor an ex Regional Coordinator may hold a Regional office for a period of five (5) years immediately following the completion of his/her term.

Note: Refer to the Regional Service Team Member Orientation Package for more information.

Subsection Aii – Regional Spiritual Advisor and Regional Episcopal Advisor

Each Regional Service Team is to have a Spiritual Advisor and should have a Regional Episcopal Advisor for the team [See Article IV, Sections A and B].

Subsection Aiii – Regional Service Team

Each Regional Coordinator should have a Service Team, selected from among members of the Service Team Pool by the Regional Secretariat and consisting of three to five members, based on the needs of the Region. The Service Team assists in the work of providing service and meeting the needs of the Diocesan Secretariats in the form of workshops, meetings, Cursillo De Cursillos,

etc. These Service Team members are expected to attend Regional Encounters and other Cursillo Regional meetings. The names, addresses, email and phone numbers of the Service Team members must be sent to the National Cursillo Center in order to be listed in the National Cursillo Directory. This is necessary in order for the Service Team members to receive correspondence, etc.

Qualifications for the Regional Service Team Pool members include, but are not be limited to:

- a. Lives the method of perseverance: Group Reunion and Ultreya.
- b. Has the conviction to serve as a leader in the Cursillo Movement.
- c. Understands the mentality, essence, purpose and method as contained in the official Cursillo literature. (The official resources the US Cursillo uses for studying its Charism are available on the National Cursillo Website Bookstore, Cursillo Resource Center and FEBA bookstore.)
- d. Participation in Spiritual Direction.
- e. Supports and promotes all authentic aspects of the Cursillo Movement.
- f. Attends the Diocesan School of Leaders.
- g. Has served on team for Cursillo Weekends and has given at least two different Rollos.
- h. Lives and promotes friendship by way of personal contact.
- i. Has the recommendation, support and approval of their Diocesan Secretariat or Regional Coordinator.
- j. Supports members of the National Secretariat and follows the agreed upon policies of the National Secretariat.

The term for a Regional Service Team member is four (4) years. Once a Regional Service Team member has completed his/her term, he/she should not serve in this capacity for a minimum of two (2) years. This fosters an opportunity for other potential leaders within the Region.

The Regional Secretariat members and Regional Coordinator should actively seek qualified members for the Regional Service Team Pool to have qualified people who can serve on the Regional Service Team.

Note: Since it is extremely difficult to properly serve the needs of both a Diocese and a Region, it is expected that once a candidate, who is also a member of a Diocesan Secretariat, have been selected to the position of Regional Service Team member, then that person will seek to be replaced as a member of a Diocesan Secretariat.

Note: To guard against a possible conflict of interest, any family member of a current Regional Service Team member or Regional Coordinator may be in the Regional Service Team Pool but should not be eligible for consideration to be a member of the current Regional Service Team.

Section B – Regional Level Activities

Subsection Bi – Regional Meeting and Encounter Activities Specific to the Regional Coordinator and Service Team

Each Regional Coordinator and Service Team member should have input into the planning of Regional Meetings and Encounters; however, it is very important to consult with the voting

members of the Regional Secretariats to request their input regarding date, location, schedule, agenda, topics, etc. The Regional Secretariat represents the Cursillistas of the Diocesan Movement and the Regional Service Team serves to meet the needs of the Regional Secretariat.

For Regions that have more than one language group, the Regional Coordinators should alternate in taking the lead in the planning, scheduling and facilitating of meetings for the Regional Secretariats, Regional Service Teams and Regional Encounters.

The Regional Coordinator taking the lead will ensure that a notice of the next meeting is sent to each Diocesan Secretariat at least one month prior to the meeting/encounter. The Regional Coordinators of all language groups in the Region should work together to ensure this information is made available in all the respective languages.

The Regional Coordinator taking the lead will facilitate each Regional meeting. He/she will appoint a member of the Service Team to take minutes and distribute them to each diocese in the Region within 30 days after each meeting. The Regional Coordinators of all language groups in the Region should work together to ensure this information is made available in all the respective languages.

The Regional Coordinators of all language groups will appoint a member of the Service Team to be the Treasurer for the Region. That person will be responsible for collecting Regional affiliation fees, coordinating the amount of the fee for participants at each Regional meeting/encounter and providing a financial statement of the Region at each meeting. The Regional Coordinators will determine other functions as deemed necessary.

The Regional Service Teams should also meet at least twice a year to ensure that the contents of Regional meetings/encounters are purposeful and to ensure the needs of the Dioceses in the Region are being met. Conference calls are encouraged between meetings to keep abreast of what is going on in the Region. These two meetings can be held either immediately prior to the arrival of the participants for the already-scheduled Regional meeting or they can be held separate of any regularly scheduled Regional meetings.

Subsection Bii – Non-Meeting Activities of the Regional Coordinator and Service Team

During the periods between the regularly scheduled meetings, the Regional Coordinator and Service Team leaders have a tremendous amount of service to conduct throughout the Region.

- a. Promote the authentic Foundational Charism through workshops and Cursillo de Cursillos (CDCs).
- b. Promote friendship at the diocesan, regional and national levels.
- c. Maintain personal contact with all dioceses in the Region.
- d. Maintain an up-to-date roster of each diocesan Cursillo Movement's bishop, Spiritual Advisor and Lay Director, along with the term dates for the Lay Director.
- e. Ensure that the Cursillo Apostolic Plan is being reviewed on an annual basis. If a diocesan Cursillo Movement does not have a Cursillo Apostolic Plan, then the Regional leaders need to offer their assistance if necessary. A copy of each diocesan Cursillo Movement's Apostolic Plan should be kept on file with the Regional leaders and a copy sent to the National Cursillo Center.

- f. Ensure that the By-Laws are being reviewed on an annual basis. If a diocesan Cursillo Movement does not have a set of By-Laws, then the Regional leaders need to offer their assistance if necessary. A copy of each diocesan Cursillo Movement's By-Laws should be kept on file with the Regional leaders and a copy sent to the National Cursillo Center.
- g. Ensure that copies of the diocesan Cursillo Movement's "Diocesan Report" and Secretariat meeting minutes are being sent to their local bishop's office, Regional Coordinators and the National Cursillo Center.
- h. Provide nationally recognized workshops, especially a Cursillo de Cursillos (CDC). These workshops should be advertised in order to allow Cursillistas from other dioceses to attend. This provides tremendous training for the members of the Regional Service Team and the Regional Service Team Pool and helps them to prepare for service on the Regional Service Team and the role of the Regional Coordinator.
- i. Ensure that the Regional Coordinator's Report is properly prepared and sent to the National Cursillo Center and respective National Language Coordinator in a timely manner.
- j. Ensure proper communications exists between the Diocesan leaders, the Regional leaders and the National leaders.

Subsection Biii – Regional Gatherings

Regional Secretariats, through official representations, shall gather Regionally for the following purposes:

- a. To enhance the Palanca spirit in the Region.
- b. To provide more local coordination for the development and strengthening of the Cursillo Movement within a Region by an established Regional Cursillo Apostolic Plan.
- c. To provide a convenient forum for exchanging views, ideas and mutual assistance between and among Diocesan Secretariats.
- d. To provide input for Regional meetings, workshops, encounters, etc.
- e. To review strengths and weaknesses in the Cursillo Movement peculiar to the Region.
- f. To approve the selection of candidates for the Service Team Pool who will be responsible for serving and meeting the needs of the Diocesan Movements.

Section C – Diocesan Representation

Each Diocese in a Region is encouraged to send any or all of its members, especially its Diocesan Secretariat members, but at least the Lay Director and Spiritual Advisor, to all Regional gatherings.

If a Diocese has more than one affiliated Diocesan Secretariat (e.g. English, Spanish, Vietnamese, etc.), each Secretariat will have the same responsibilities at all meetings.

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. Every effort should be made to ensure that the voting conscientiously represents the various groups of the Movement in that Diocese.

To signify and promote unity in the Movement in the United States, all Diocesan Cursillo Movements (English, Spanish, Vietnamese, Filipino, etc.) are to be included in the Regional body and all decisions are to be made as one body, one Movement.

For convenience, a Diocesan Secretariat may change its alignment to an adjacent Region at any time by notifying in writing the Executive Committee and the National Cursillo Service Administrator after consulting with the Regional Coordinators of the Regions involved.

ARTICLE VII – Diocesan School of Leaders

Every Movement needs a *core group of leaders* who have dedicated themselves to deepening their understanding of the Cursillo Movement. These are people who want to know more about the mentality, purpose and method because they want to understand the *WHY* of things. This core group of leaders acts as leaven within the larger community in a very natural and ordinary way. As leaven within the Movement, they do not teach by preaching but rather by being living witnesses to the very essence of the Charism. The School of Leaders is a group of friends that individually and collectively have placed Christ in the axis of their persons. The School of Leaders is a community of service consisting of both lay and clergy.

This community of service, called a School of Leaders, should:

- a. Meet regularly, ideally on a weekly basis.
- b. Create a hunger for God and bear witness to Christ.
- c. Support the Ultreya.
- d. 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.
- e. Communicate the Good News of God's love to the person in a kerygmatic manner.
- f. Promote the evangelization of environments.
- g. Study and be familiar with the Articles of Operation and official Cursillo literature as representatives responsible for overseeing the Movement in their diocese.
- h. Use the technique of personal contact during the Precursillo, the Three Day Cursillo and in the Postcursillo to make friends.

ARTICLE VIII – Articles of Operation Details

Section A – When Effective

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

Section B – Amendments and Revisions

Amendments to the Articles of Operation should be submitted in writing to the Executive Committee Chairperson of the National Cursillo Movement at least 45 days prior to any National Secretariat Meeting.

Articles of Operation

The proposed amendment(s) should be distributed by the Executive Committee Chairperson to the National Secretariat members for review at least 30 days prior to the next scheduled National Secretariat Meeting.

The proposed amendment(s) will be accepted or not accepted at the National Secretariat Meeting through a consensus process.

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 consensus of the members present shall determine the answer.

Revisions

During a National Secretariat meeting the entire Articles of Operation were reviewed with significant revisions identified. This edition, November 2017, becomes the official copy from which edits and revisions may be made. Any revisions from this point on must be listed below as “Revision 1” “Revision 2” etc.

Revision 1 – November 9, 2018:

➤ **Article II – The Movement’s Structure**

- Section A- National Secretariat, 2nd paragraph
“**Eastern Rite Catholic Churches**” was added.
- Number 2 - Changed plural Assistant National Spiritual **Advisors** to singular □
Section B - Regional Secretariat, added **Note** at the end of Section B that reads:
“**Note:** Refer to the Regional Service Team Member Orientation Package for more information.”

➤ **Article III - Overall Operational Structure-Section C- The Postcursillo Phase**

- Letter **b**. Encourages participation in the various “*Cursillo Leaders Workshops*” should read “**Cursillo Workshops**” the word “*Leaders*” is deleted.

➤ **Article IV- Key Operational Personnel**

- *Subsection Bii-Assistant National Spiritual Advisor*, the entire section is deleted.

➤ **Article VI – Regions**

- Subsection Ai-Regional Coordinator, first paragraph insert “the Regional Secretariat,” after the word “members”.
- Third paragraph reads “Each Regional Coordinator” delete “*must also agree to serve*” and replace it with the word “**serves**”.
- Fourth paragraph was entirely deleted “*In unusual circumstances,*” □ Added **Note** at the end of the Subsection that reads:
“**Note:** Refer to the Regional Service Team Member Orientation Package for more information.”

Revision 2 – November 29, 2019:

➤ **Article I – Basic Responsibility**

- Section B- National Body, replaced with the statement below:
The Diocesan, Regional and National Secretariats are responsible to promote the gift of the Foundational Charism of friendship with self, Christ and others given to Eduardo Bonnín Aguiló. This Charism was blessed by Bishop Juan Hervás and supported by Msgr. Sebastian Gayá, and others.

➤ **Appendix A – Special Concerns & Protocol**

- Bullet point eight; added: “however, the National Coordinator should first consult with the National Episcopal Advisor and National Spiritual Advisor to discuss status of the special concern.”
- Bullet point nine; added: “unresolved” special concern. Added: “The Diocesan Lay Director” should attend the meeting.

Appendix A

Special Concerns & Protocol

The National Cursillo Movement is based on friendship with self, Christ and others. Therefore, as friends, we should make every effort to avoid problems, issues, conflict, etc. in the Movement. Problems, issues, conflict, etc. are referred as *special concerns* in Cursillo. Friendship should never be jeopardized because of a special concern. God’s mercy and grace are greater than any problem we have.

The following Protocol should be used when a special concern needs to be addressed in Cursillo.

- All diocesan special concerns should be addressed and resolved by the Diocesan Secretariat. There is no need for the special concern to go beyond the diocese.
- When a diocesan special concern cannot be resolved by the Diocesan Secretariat, the Regional Coordinator and Regional Spiritual Advisor should be available to assist at the request of the Diocesan Lay Director.
- The Regional Coordinator should setup a meeting with the Diocesan Secretariat to dialogue about the special concern and offer assistance to arrive at a resolution.
- The Regional Coordinator should document the meeting minutes and a copy should be sent to the National Cursillo Center. The respective National Language Coordinator should be kept in the communication loop about the special concern.
- The Regional Coordinator should meet with Diocesan Secretariat as needed to continue the dialogue and provide assistance as needed.
- If a resolution is not reached after Regional Coordinator meets with the Diocesan Secretariat, the respective National Language Coordinator can be called in to assist with the special concern.
- The National Language Coordinator should setup a meeting with the Diocesan Secretariat and Regional Coordinator to continue the dialogue and provide assistance to resolve the special concern.

Articles of Operation

- If no resolution is reached after National Language Coordinator and Regional Coordinator meet with the Diocesan Secretariat, the special concern will be turned over to the local Bishop; however, the National Coordinator should first consult with the National Episcopal Advisor and National Spiritual Advisor to discuss status of the special concern.

- The respective National Language Coordinator should contact the local Bishop to setup a meeting to discuss the unresolved special concern. The Diocesan Lay Director should attend the meeting. The Diocesan Secretariat should follow the guidance presented by the local Bishop.