



# ARTICLES OF OPERATION

For

The UNITED STATES

CURSILLO MOVEMENT



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## PREAMBLE

Cursillos in Christianity is a movement within the church that, through a method of its own tries to, and through God's grace manages to; enable the essential realities of the Christian to come to life in the uniqueness, originality, and creativity of each person. In becoming aware of their potential and while accepting their limitations, they exercise their freedom by their conviction, strengthen their will with their decision, to propitiate friendship in virtue of their constancy in both their personal and community life.

The Cursillo in Christianity, as with all human institutions is governed by a set of guidelines. In the following pages, those guidelines for National, Diocesan and Regional structures of the Cursillo Movement in the United States will be outlined and explained. However, to view Cursillo in the light of guidelines and rules of governance is to miss the heart and soul of a movement whose spirit *"erupts sometimes in a person with a powerful drive...a bubbling and overflowing generosity that was shocking then (in the time of the first Christians) and shocks still today, when not choked by rules and bureaucratic procedures."*<sup>1</sup> The Cursillo Movement, like the Church she serves, exists to draw the whole world to Christ. We hold that there *"is no better way to facilitate LOVE in this day and age than by combining the love of human friendships with the transcendence of God's love manifested in, and fostered by, friends who are also in the process of, and committed to, becoming Christians."*<sup>2</sup>

The Cursillo Movement is composed of Christians who bear witness with their lives that it is possible to live what is fundamental for being a Christian *"...in the ordinariness of daily life."*<sup>3</sup> This belief is based in the Good News that we can, and must, love because we are personally loved by God. That love has an intimate and personal dimension reflected in an orientation to God in piety, study and action, aided by spiritual direction. Like the Church, the Cursillo Movement recognizes an essential social dimension of Christian love, and supports that dimension, through interpersonal relationships designed to both challenge and support (group reunion and Ultreya).

The Cursillo Movement recognizes that personal conversion and evangelization are not events but rather processes, which unfold in a series of stages – a searching, an encounter and the development of personal relationships. These personal relationships are piety as they relate to our relationships with God and friendship as they relate to our encounters with our brothers and sisters in Christ.

Although it is possible to teach these concepts, the Cursillo Movement is founded on the conviction that the key to making the joy filled Good News accessible to others is to do so through personal contact designed to make the encounters with oneself, with Christ and with others attainable. Cursillo calls the stages of conversion Precursillo, Cursillo and Postcursillo, all three of which are fully explained in the following guidelines.

**A life of grace, of loving God and loving our fellow brothers and sisters is the foundation, the root and the origin of all Christian doing and all Christian being... AND IS THE ROOT AND ORIGIN OF THE CURSILLO MOVEMENT.** It is with this heart and mind of Cursillo that we present the Articles of Operation of the Cursillo Movement.

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1-Signs of Hope, excerpts from an interview with Eduardo Bonnín conducted by Bishop Josef Crodes, 1997

2-Eduardo Bonnín, excerpts from a presentation to the first Canadian National Encounter, Kitchener, Ontario, Canada, 1992

3- Signs of Hope, excerpts from an interview with Eduardo Bonnín conducted by Bishop Josef Crodes, 1997

## 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 not to alter the Movement or its method for a purpose other than that for which it is intended.

### **Section B - National Body**

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

### **Section C - Cursillos' Basic Policy**

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

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

1. Have the approval of the local ordinary and should be integrated with the diocesan pastoral plan where appropriate to the essence and purpose of the Movement.
2. Be affiliated with the National Secretariat. Such affiliation includes association with other elements of the Cursillo Movement (e.g. regional, etc.). Affiliation implies an agreement by the local Movement to,
  - a. abide by the policies of the Cursillo Movement in the United States of America;
  - b. receive the services of the National Office;
  - c. support the Movement on a National and Regional basis;
  - d. pay an annual affiliation fee to National and Regional.
3. Association implies a mutually supportive relationship with the other bodies within the Cursillo structure.
4. Be faithful to the essence and purpose of the Movement and operative in its three phases of Precursillo, 3-day Cursillo, and Postcursillo, following the guidance of,
  - a. the official Cursillo literature, particularly The Fundamental Ideas of the Cursillo Movement;
  - b. the Articles of Operation for the Cursillo Movement in the United States of America, and
  - c. must apply the three days properly according to what is authentic, free from improper adaptations, using the approved talk outlines, for a period of three full days, to Roman Catholic and Eastern Rite Catholic Churches candidates of the same sex, by a Roman Catholic and Eastern Rite Catholic Churches team that is exemplary in their own living experience of the Christian life and the Cursillo method.

5. Have a community of leaders, both clergy and lay, responsible for implementing the method properly and with particular attention to the Postcursillo needs of the Cursillistas. This community of service, usually called the School of Leaders, should meet regularly to accelerate the progressive conversion,

- a. of its own members as individuals and in the leaders' community itself,
- b. in the Movement as a whole, in the Ultreya and
- c. to promote the evangelization of environments.

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

## **ARTICLE II - THE MOVEMENT'S STRUCTURE**

### **Section A - Secretariats**

#### **Subsection A-i National Secretariat**

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

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

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

1. The principal purpose of the National Secretariat is to establish policy and to give norms and guidelines for the Movement respecting the authority of the National Conference of Catholic Bishops. The National Secretariat has the following purposes:
  - a. To coordinate the development of the Cursillos in Christianity in the United States, done primarily through National Secretariat Meetings, National Encounters, Annual Reunions and the Regional structure;
  - b. To establish and implement policy for the good progress of the Cursillos in Christianity in every part of the Nation. To assure authenticity of the Cursillo Movement in each diocese, the National Secretariat will provide norms and guidelines and set policies in accord with the Fundamental Ideas of the Cursillo Movement - the Movement's basic manual;
  - c. To be of service to the diocesan bishops with respect to the Cursillos in Christianity, and accordance with the pastoral norms of the diocese;
  - d. To guide the introduction of the Cursillo Movement in a diocese when and where the Movement is sought by the diocesan bishop;
  - e. To establish and maintain such structures as are necessary for the good of the Cursillo Movement in the United States;

- f. To promote communication within the Movement and maintain relationships with International Cursillo bodies;
  - g. To unify the Movement with regard to the essence, purpose and method of the Cursillo Movement;
  - h. To provide Cursillo literature, material and publications to Diocesan Movements and make available workshops, seminars and encounters as are necessary for the training and formation of Cursillo leaders;
  - 1. To be a means of reconciliation and to work for the resolution of conflict at the National, Regional and Diocesan level. The Chairperson of the National Secretariat, working with the Executive Committee and with the approval of the National Secretariat will determine the best means to resolve the conflict;
  - j. To keep the Movement united with the evangelizing mission of the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church in the United States;
  - k. To be a vehicle for dialogue within the Cursillo Movement in the United States through National Secretariat Meetings, National Encounters, Annual Reunions, Regional gatherings and Diocesan visitations;
  - l. To form, educate and train lay leaders, clergy and religious for the National, Regional and Diocesan needs of the Movement.
2. The Regional Coordinators of each recognized language group, the National Episcopal Advisor and the National Spiritual Advisor will be members of the National Secretariat with voice and vote. A recognized language Coordinator is determined in one of two ways:
- a. In order for a Region to have a recognized language Regional Coordinator representing that language group on the National Secretariat, there must be at least 20 percent of these dioceses with active affiliated Movements in that language group.
  - b. If a language group does not qualify in any Region as outlined in (1) above, but has at least four active Cursillo Movements in the United States, that language group can select one person to represent them on the National Secretariat with voice and vote.

In the event that there is concentrated affiliated Cursillo activity of a language group within a Region and the reality of that language group complying with (1) or (2) above, special consideration shall be made by the National Secretariat at the first meeting following that language group's request for special consideration.

3. The National Secretariat shall meet at least twice a year - at the beginning of the fiscal or calendar year and in the summer in conjunction with the Annual Reunion/National Encounter. Dates and sites for meetings of the National Secretariat shall be fixed by the National Secretariat's Executive Committee.

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

- a. from at least two-thirds of the members thereof.,
- b. from the Executive Committee of the National Secretariat with the concurrence of the National Episcopal Advisor. Date and site shall be fixed by the Executive Committee with at least 50% of the National Secretariat members from at least 50% of the Regions agreeing to attend.

Each member of the National Secretariat present is entitled to one vote.

Each meeting will be chaired by a member of the National Executive Committee. Normally that would be the Chairperson of the National Secretariat who is also the Chairperson of the Executive Committee.

The Chairperson shall:

- a. Chair the meeting in accordance with parliamentary procedure and Roberts Rule of Order;
- b. With the approval of the National Secretariat, appoint committees from the membership as needed to accomplish specific tasks.

The position of Chairperson will rotate annually. In order to insure equal representation, the Chair will alternate between language groups present, on the Executive Committee. No language group will re-chair until all language groups present have served as Chair.

No meeting of the National Secretariat may be held unless at least 50% of the membership is represented, which includes at least 50% of the regions.

Observers may attend the National Secretariat meetings with the approval of the National Cursillo Service Administrator. They may have voice, but not vote. The National Secretariat reserves the right to an executive session.

The National Secretariat should make its decisions through a prayerful discernment process whenever possible.

In the event a special meeting of the National Secretariat is to be held in accordance with Article II, Section 3, paragraph 2, and no member of the Executive Committee is present, those attending shall elect a Chairperson to preside over the meeting. That person shall have the same powers and duties as the Chairperson of the National Secretariat/Executive Committee.

The National Office will be responsible for travel and lodging expense for members of the National Secretariat attending the meeting at the beginning of the fiscal or calendar year. Since the Regional Coordinating Group members are expected to attend the Annual Reunion/National Encounter in the summer of each year, the Regions, Dioceses, or the individual member is responsible for expenses incurred to attend the summer National Secretariat Meeting.



### **Subsection A-ii Regional Secretariat**

It is the responsibility of the Secretariats to guard the identity of the Cursillo Movement and to see to its promotion, development, and direction on the national as well as the diocesan level.

#575 - Fundamental Ideas of the Cursillo Movement.

Note: The United States is possibly the only country that has a regional level and so that is why it is not listed in Fundamental Ideas of the Cursillo Movement.

A Regional Secretariat shall be comprised of the diocesan Lay Directors and the Spiritual Advisors from the particular language element within that region. Non-voting members of the Regional Secretariat include the Regional Coordinator, Regional Service Team Spiritual Advisor, and the three Regional Service Team Members.

In the best interest of the Region, the Regional Coordinating Group (see Article V, Section A below) may determine that it is appropriate to establish a single Regional Secretariat, consisting of all Lay Directors and Spiritual Advisors for all language elements of that region.

In some regions, it may be necessary to establish a combination of Regional Secretariats (e.g., one Regional Secretariat for the Spanish-speaking leaders and another Regional Secretariat which combines the English-speaking and the Vietnamese-speaking leaders, etc.).

The purpose of the Regional Secretariat is to:

- a. Determine the educational needs for the various diocesan Cursillo Movements within the region.
- b. Determine the educational needs of those attending Regional meetings/functions.
- c. Encourage the Regional Coordinating Group and Regional Service Team members to promote and conduct nationally recognized workshops 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 candidate applications in order to determine the best-qualified individuals 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. When selecting a Regional Service Team member 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, its staff and from the region leadership.
- 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 (  ) 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 (  ) majority vote.

- j. In the event that a regional leader is not properly performing his or her duties, it is then the responsibility of the Regional Secretariat to either take measures to correct the deficiency or to relieve the individual from his or her duties.

The Regional Secretariat should meet at least twice a year (the Regional Coordinating Group schedules these meetings).

In the event a Lay Director or Spiritual Advisor is unable to attend a Regional Secretariat meeting, they may send a proxy to assume their duties.

Only a lay person shall serve as proxy for the Lay Director, and must be a current voting member of the Diocesan Secretariat.

Only a priest, deacon or vowed-religious shall serve as proxy for the Spiritual Advisor.

The Regional Coordinating Group must receive written notification, at least two weeks in advance of any proxies for the upcoming meeting.

### **Subsection A-iii Diocesan Secretariat**

Each Diocesan Movement must 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 (allowing for establishment of a separate Secretariat to better serve language differences).

This Secretariat shall have custody of the Cursillo identity, with the assurance that its ties with the National Secretariat will keep its direction true to the authentic Cursillo mentality, method, purpose and strategy and in compliance with this National policy.

The purpose of the Diocesan Secretariat is to:

- a. Abide by the policies of the National Secretariat as set forth and/or referenced herein and any amendments thereto;
- b. Receive the services of the National Office;
- c. Work with the National Secretariat for the unity of the Cursillo Movement throughout the United States, accepting the guidance and direction that the National Secretariat and the National Office have to offer;
- d. Respect the established copyrights and trademarks held by the National Secretariat and National Ultreya Publications or other National Cursillo Movement entities;
- e. Review on an annual basis the prescribed policies as established by the National Secretariat of the Cursillo Movement in the United States;
- f. Support the Cursillo Movement of the United States on a National and Regional basis; this support includes:
  - (i) Palanca for the Cursillo Movement at all levels - world, national, regional and diocesan;
  - (ii) Timely and current payment of National and Regional dues and affiliation fees;
  - (iii) Participation by Diocesan leaders at National and Regional levels including National Reunions and Encounters and Regional Spring and Fall Meetings.

- g. Prepare and adopt either a set of By-Laws or Articles of Operation modeled on those in the latest edition of the LEADERS' MANUAL, or in use by the National Secretariat. These By-Laws or Articles of Operation must be reviewed annually to assure compliance with the provisions therein. Copies of the By-Laws or Articles of Operation and any future amendments thereto must be sent to the local ordinary (Archbishop/Bishop) and to the Office of the National Secretariat.

The National Secretariat encourages the establishment and maintenance of one Diocesan Secretariat for the Cursillo Movement in each diocese and, if needed, separate Schools for linguistic reasons.

However, where pastoral reasons demand it, and with the approval of the local bishop, a separate Secretariat may be established to better serve language differences, particularly in the first and second-generation situations.

If established, such differences must be reflected in at least 75% of the membership of the Secretariat and School of the separate Secretariat, and the Lay Director or President must always be of the same language background (e.g. Spanish, Vietnamese, English Speaking, etc.). In the case of leaders who are inculturated into one or more cultures and the only distinction is in a surname, this lingual limitation would not apply. The National Office can give an interpretation of the policy if required.

It is hoped that there would be inter-communication, cooperation and liaison on the diocesan level between the different Secretariats in order to promote unity in the Cursillo Movement and in the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church.

The Diocesan Secretariat, being a community of service, must maintain a current and viable Apostolic Plan for the diocesan Cursillo Movement that addresses the three stages of conversion of the Movement (Precursillo, three day Cursillo and Postcursillo).

In addition, it must maintain affiliation 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 stages of the Movement as follows:

During the Precursillo stage, individuals already a part of the movement, identify and befriend other persons who are searching and introduce those individuals through personal contact to the possibility of deepening that search through the friendship and love of other committed Christians.

In the Precursillo:

- a. Possess a clearly defined Precursillo program assuring that each candidate has received sufficient information to make an informed decision as to whether or not to attend a Cursillo Weekend. This should be accomplished in the form of an Information Session conducted by a member of the Secretariat or Precursillo committee or similar program that each candidate and his/her sponsor must attend prior to the candidate attending a Weekend.
- b. Use 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 Movement;

- c. Prepare candidates for the Weekend as outlined in the Fundamental Ideas of the Cursillo Movement and in the latest edition of the LEADERS' MANUAL and other literature of the Cursillo Movement related to candidate guidelines;
- d. Establish 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. 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 denominational mixed marriage or the candidate's spouse does not intend to attend a Cursillo Weekend.

During the Three Day Cursillo stage, the befriended individual is invited into an experience of a community of committed Christians who have chosen to live their relationship with God through a living, active, structured Christian community willing and able to witness to the action of the Good News in their lives.

In the Three Day Cursillo:

- a. Conduct, without adaptation, authentic Three Day Weekends for three full days using the schedule, sequence, number and content of the talks as contained in the latest edition of the THREE DAY MANUAL.
- b. Conduct Three Day Weekends in which all candidates and team members are baptized Roman Catholics of the same sex, (co-ed and/or mixed sex Weekends are not allowed), who are able to receive the Sacraments of the Eucharist and Reconciliation, who are either single, divorced or involved in a Sacramental marriage recognized by the Roman Catholic Church and the make-up of the candidates is heterogeneous in nature as described in the FUNDAMENTAL IDEAS OF THE CURSILLO MOVEMENT and the latest edition of the LEADERS' MANUAL.
- c. Under no circumstances allow non-Catholics to participate during Roman Catholic Cursillo Weekends.
- d. Conduct Three Day Weekends with teams of Roman Catholic Cursillo Leaders who are living in Christ, are formed in the Cursillo purpose, method and strategy, are living the Cursillo methods of perseverance (Group Reunion and Ultreya) and who have been regular participants in the School of Leaders for at least one year prior to selection for team service;
- e. Emphasize the importance of Group reunion - both friendship and environmental - and Ultreya throughout the Three days.
- f. Eliminate from the Three Day Weekend all non-essential elements, such as mañanitas, serenades, agapes, parandas, parties, and/or any activities that have the potential to distract the candidates from the true purpose of the Three Days.
- g. Eliminate all unnecessary contact between those inside the conference room (team and candidates) and the outside Cursillo community (including kitchen and/or palanca teams) and including among other things contact arising as a result of the non-essentials addressed in (f) above.
- h. Request general and personal Palanca should be offered according to the latest edition of the LEADERS' MANUAL.

During the Postcursillo stage, as Cursillo is lived (Postcursillo), the relationships born in the initial stages are deepened to help the individuals fulfill their personal vocations and to promote the creation of core groups of Christians emboldened to leaven their environment with the Gospel.

In the Postcursillo:

- a. Require participation by Diocesan Cursillo Leaders in the various Cursillo Leaders' Workshops 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 conduct of the Cursillo Movement on the National, Regional and Diocesan level in the Precursillo, the Three Days and in the Postcursillo.
- b. Encourage and facilitate the formation and sustaining of friendship and environmental group reunions and Ultreyas at both the diocesan and sub-diocesan (groups of neighboring parishes) levels.
- c. Ensure that an authentic Ultreya(s) is offered for all Cursillistas and conducted following the essential elements described in the latest edition of the LEADERS' MANUAL.

## **Section B – Episcopal Advisors**

### **Subsection B-i National Episcopal Advisor**

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

The responsibilities of the National Episcopal Advisor are as follows;

1. Be present at the National Secretariat's Fall Business Meeting.
2. Be present at the Movement's summer conference, referred to as a National Encounter and the National Secretariat meeting held immediately prior to the start of the National Encounter.
3. Be present at the National Secretariat's Executive Committee meetings. The Executive Committee generally meets immediately prior to the National Secretariat meetings. Furthermore, the Executive Committee often meets for one additional meeting to plan and coordinate the Movement's summer conference. This planning meeting, of the Executive Committee is usually held in February or March.
4. Maintain a communications link between the Movement and the National Conference of Catholic Bishops.
5. The National Episcopal Advisor may, at times, intercede with bishops throughout the United States to insure that the integrity and the authenticity of the Cursillo Movement is not being jeopardized.
6. Encourage the continual spiritual growth of the Cursillo Movement in the United States of America.
7. 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 B-ii Regional Episcopal Advisors**

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

Each Regional Coordinating Group shall select, from the bishops in the region, one bishop to serve as the Regional Episcopal Advisor. Once the Regional Coordinating Group makes 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 C – Spiritual Advisors**

### **Subsection C-i 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 Spiritual Advisor's primary function is to meet the spiritual needs of the National Secretariat members at each meeting. Exercising his priestly role, he will be responsible for the spiritual and liturgical acts of the National Secretariat meetings and the Annual Reunion.

If the National Spiritual Advisor is unable to attend a National Secretariat meeting, he may propose a substitute for that meeting to the Executive Committee. Whoever takes his place at the meeting has the same duties and privileges as the National Spiritual Advisor.

### **Subsection C-ii Assistant 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 Assistant 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 Spiritual Advisor's primary function is to aid 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 Annual Reunion.

### **Subsection C-iii Deacon Assistant National Spiritual Advisor**

The Executive Committee will propose a deacon in good standing in his diocese, and with experience in the Cursillo Movement, to serve as Assistant 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 Spiritual Advisor's primary function is to aid 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 Annual Reunion.

#### **Subsection C-iv Regional Spiritual Advisor**

Ideally, each Regional Service Team should strive to have a Spiritual Advisor for the Team. The Regional Service Team Spiritual Advisor will be selected by the Regional Coordinator and respective Regional Service Team, with the approval of the Regional Episcopal Advisor.

Qualifications for the Regional Service Team Spiritual Advisor should include, but not be limited to:

- a. Involvement in the Cursillo Movement at the diocesan level.
- b. Understands the basic principles of the Cursillo Movement.
- c. Supports the Magisterium of the Roman Catholic Church.
- d. Supports the efforts of the United States Conference of Catholic Bishops.
- e. Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
- f. Is a good spiritual director.
- g. Be outgoing, loving and have experience and knowledge in, and of, the Cursillo Movement.
- h. Has the approval of his/her local Ordinary to serve in this capacity.

The Regional Service Team Spiritual Advisor will provide assistance to the Diocesan Spiritual Advisors (within their language group) in the form of workshops, etc.

The Regional Service Team Spiritual Advisor shall serve a 3-year term, renewable once.

#### **Subsection C-v Diocesan Spiritual Advisor**

### **Section D – National Cursillo Center, Office of the National Secretariat, National Cursillo Service Administrator, National Language Coordinators**

The National Secretariat is empowered to locate, operate, staff and maintain a National Cursillo Center to carry out the purpose of the National Secretariat. The Executive Committee shall have the responsibility to hire, evaluate and dismiss, if necessary, the staff of the National Cursillo Center, as distinct from the office workers.

The National Cursillo Center and its personnel is intended to be a source of service, guidance, coordination, etc. for the Movement in the United States. It is meant to furnish only those services, coordination, etc. which the Movement in the United States needs and which the Regions or Diocesan Movements are unable to provide for themselves. It is the responsibility of the National Secretariat to indicate the services, coordination, etc., which the National Cursillo Center is to provide.

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

The National Cursillo Service Administrator shall have the responsibility to hire, evaluate and dismiss if necessary the Office workers only.

The National Cursillo Service Administrator of the National Center is empowered to charge a fee for any materials or services provided by the National Center.

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

## **Section E –Committees**

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

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

### **Subsection E-i Executive Committee**

The National Secretariat selects a total of four people (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.

1. 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.
2. 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.
3. Upon election, the individual garnering the most votes will become the Vice-Chairperson 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 represents the Spanish and English speaking groups of the Cursillo Movement, the Executive Committee will consist of at least one Spanish-speaking and one English-speaking member and two other members. The makeup then consists of:

- a. The Chairperson of the National Secretariat
- b. The Vice-Chairperson of the National Secretariat
- c. The National Episcopal Advisor
- d. Two other members from the National Secretariat

The National Cursillo Service Administrator, the National Spiritual Advisor, the Assistant National Spiritual Advisors, and the National Language Coordinators will 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 however, may excuse any Staff Member for a portion of any meeting.

The Executive Committee will work with the National Cursillo Service Administrator to ensure that the actions of the National Cursillo Service Administrator and the National Language Coordinators are carried out. National Cursillo Service Administrator will be the secretary for the Committee except for the period of time he/she may be excused from the meeting.

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 serve in the capacity of the Personnel Committee. Duties and responsibilities of this committee include;

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

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

### **Subsection E-ii Finance Committee**

The Finance Committee is a committee appointed by the National Secretariat. The composition of the committee is as follows:

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

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

1. Meet as required to do due diligence with the National Cursillo Service Administrator and staff to review prior year's financial performance and assist in developing a budget for the National Movement for submission to the National Secretariat.
2. Review safety and soundness of investments with the National Treasurer and Executive Committee and make recommendations to the National Secretariat annually.
3. Insure that annual reports of the investment company holding the investments of the National Secretariat are distributed to the Finance Committee and the Executive Committee.
4. Provide at least quarterly reports from the Financial Tracking System to the Finance Committee and the Executive Committee.
5. Present to the National Secretariat, at its annual November meeting, for review and approval a detailed review and comments of the proposed budget developed by the committee and the National Cursillo Service Administrator
6. Work with the Personnel Committee to coordinate financial needs of the staffing developed established and recommended by that committee.
7. Provide specific reports as requested by the National Secretariat or the National Cursillo Service Administrator.
8. Do an independent audit at least every five years or more frequently as needed. All recommendations of the committee are subject to approval of the National Secretariat.

The two non-secretariat members shall serve staggered terms of five years, which may be renewed once by the National Secretariat. (One of these first two members shall serve for a three-year term.) The secretariat member shall serve from the time of his/her selection to the end of his/her term on the National Secretariat, as is currently the rule for executive committee members.

### **ARTICLE III - ANNUAL REUNION OF REGIONAL COORDINATING GROUPS AND REGIONAL SERVICE TEAMS**

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

### **ARTICLE IV - ENCOUNTERS, ULTREYAS**

#### **Section A – National Meetings**

National Encounter and/or a National Ultreya shall be held according to the needs of the Movement as determined by the National Secretariat following a survey of the local Movements.

The National Secretariat shall convene, guide and coordinate all National Encounters and National Ultreyas.

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

#### **Section B – Regional Meetings**

Regional Meetings should be held a minimum of twice a year. Generally once in the Spring and once in the early Fall (prior to the last week in October). These two Regional Meetings should contain the following aspects, however, not in any particular order:

- Business Meeting (generally most business can be conducted within two-hours).
- Opportunity for Spiritual Advisors to meet with one another.
- Opportunity for Lay Directors to meet with one another.
- Educational opportunities for all present
- Spiritual opportunities for all present
- An Ultreya
- Social time

It is highly recommended that the Fall Regional Meeting should be held as a Regional Encounter (open to all Cursillistas within the Region).

## ARTICLE V –REGIONS

The National Secretariat, for the purpose of better coordination and development of the Movement, has established 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.

During the Fall 2002 meeting of the National Secretariat (held in Dallas, Texas), the National Secretariat took part in a Synod session which focused on the regional structure of the Cursillo Movement. From the results of that Synod session, the following information has been compiled in an effort to help each region be as effective as possible in its service to the diocesan Cursillo Movements.

Each region should be comprised of the following:

- Regional Episcopal Advisor
- Regional Secretariat (per language element)
- Regional Coordinating Group
- Regional Service Team Spiritual Advisor (per language element)
- Regional Coordinator (per language element)
- Regional Service Team consisting of three members (per language element)

### **Section A – Regional Coordinating Group**

There will be one Regional Coordinating Group in each Region. The purpose of this group will be to center in a group reunion the basic responsibilities of the growth and development of the Region, particularly through diocesan visitations and Regional workshops. The members of each Regional Coordinating Group will be comprised of the Regional Spiritual Advisor and the language Coordinators from that Region.

**The Regional Coordinating Group is comprised of:**

#### **1 - Regional Spiritual Advisor**

The Regional Spiritual Advisor (selected from one of the Regional Service Team Spiritual Advisors) will be selected by the Regional Coordinating Group to be the Regional Spiritual Advisor, with the approval of the Regional Episcopal Advisor.

The Regional Spiritual Advisor is automatically a member of the Regional Coordinating Group and would be expected to attend those meetings.

The Regional Spiritual Advisor, along with meeting the spiritual needs of their respective language group of Cursillo in the Region, will see that appropriate liturgies, Para liturgies, etc., are provided for each of the Regional Meetings.

The Regional Spiritual Advisor's term will end at the same time his/her term ends as a Regional Service Team Spiritual Advisor.

## **2 - Regional Coordinator for each language group present in the Region (English, Spanish, Vietnamese, Filipino, Portuguese, etc.)**

Regional Coordinator for each of the language elements present in that Region. (selected from one of the Regional Service Team members for that language element). The Regional Service Team Members and the Regional Spiritual Advisor selects the Regional Coordinator.

Anyone being selected must be a current member of the Regional Service Team and have served at least one year in their present term on the Regional Service Team.

Those being considered must be contacted prior to the meeting and must have agreed to serve as a Regional Coordinator for a term of 3 years.

Each Regional Coordinator must also agree to serve as a member of the National Secretariat during the same 3-year period. Each Regional Coordinator should meet with their Service Team members at least twice a year to ensure that their language group of Cursillo in the Region is being served.

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

## **3 - Regional Chairperson of the Coordinating Group**

One member of the Regional Coordinating Group will be selected by the Regional Coordinating Group to be the Regional Chairperson.). Consideration should be given to alternating the Regional Chairperson to ensure equality among all the language coordinators.

The Regional Coordinating Group should select the best-qualified person for the Chairperson position, taking into consideration such things as length of time remaining on the Regional Coordinating Group, ability to communicate and facilitate Regional gatherings.

The position of Chairperson will rotate annually. In order to insure equal representation, the Chair will alternate between language groups present, on the Regional Coordinating Group. No language group will re-chair until all language groups present have had an opportunity to serve as Chair.

The Regional Chairperson will ensure that a notice of the next meeting is sent to each Diocesan Movement at least one month prior to the meeting. The Regional Chairperson should work with all the other language coordinators to ensure that this information is made available in all the respective languages.

The Regional Chairperson will facilitate each Regional meeting. He/she will appoint a member of the Regional Coordinating Group or a Service Team member to take minutes and distribute them to each diocese in the region within 30 days after each meeting. The Regional Chairperson should work with all the other language coordinators to ensure that this information is made available in all the respective languages.

The Regional Chairperson will appoint a member of the Regional Coordinating Group or a Service Team member to be the Treasurer for the Region. That person will be responsible for collecting Diocesan affiliation fees, coordinating the amount of the fee for participants at each Regional meeting and provide a financial statement of the Region at each meeting. The Regional Coordinating Group will determine other functions as deemed necessary.

The Regional Coordinating Group should meet at least twice a year to ensure that the contents of Regional gatherings are meaningful and the needs of the Region are met. Conference calls are encouraged between meetings to keep abreast of what is going on in the Region. 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 completely separate of any regularly scheduled regional meetings.

In unusual circumstances (e.g. a qualified replacement is not available at the present time or the Regional Coordinating Group requests, for continuity, a one year extension of a language Coordinator's term), at the request of the Regional Coordinating Group and in consultation with the National Cursillo Service Administrator, a Coordinator's term may be extended until the situation that brought about the unusual circumstance is eliminated. The extension is not to exceed one year.

## **Section B - Diocesan Representation**

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

If a diocese has more than one affiliated Diocesan Secretariat (e.g. English - Spanish), each Secretariat will have the same privileges 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. 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 and the Roman Catholic and Eastern Rite Catholic Churches that are in full communion with the Roman Catholic Church in the United States, all Diocesan Cursillo Movements (English, Spanish, Vietnamese, etc.) are to be included in the regional body and all decisions are to be made as one body.

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

Diocesan 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 Pastoral 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, seminars, etc.
- e. To review strengths and weaknesses in the Cursillo Movement peculiar to the Region.
- f. To approve the selection of the Regional Coordinating Group members, who will be responsible for serving the Diocesan Movements and implementing the plans made at the Regional meetings.

### **Section C – Meetings**

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

### **Section D - Regional Service Team**

In order to serve the Diocesan Movements, there will be one Regional Coordinating Group in each Region. The purpose of this group will be to center in a group reunion the basic responsibilities for the growth and development of the Region, particularly through diocesan visitations and Regional workshops.

Each Regional Coordinator should have a Service Team, consisting of 3 members, to assist in the work of servicing the Diocesan Secretariats. These Service Team members, while not members of the Regional Coordinating Group, are considered associate members and are eligible to attend the Annual Reunion and other Cursillo Regional meetings. The names, addresses and phone numbers of the Service Team(s) members must be given to the National Office in order to be listed in the National Directory. This is necessary in order for the Service Team members to receive the National Mailings.

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

- a. Be a regular member of a Permanent Group Reunion.
- b. Understands the basic principles of the Cursillo Movement.
- c. Has made the Cursillo Movement their primary apostolate.
- d. Having an understanding of the knowledge contained in the official Cursillo literature, especially the Fundamental Ideas of the Cursillo Movement.
- e. Participates in regular Spiritual Direction
- f. Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
- g. Working as leaders at the local Ultreya.
- h. Be a regular member at the local School of Leaders.
- i. Has worked on Cursillo Weekends and has given at least two different presentations.
- j. Be outgoing, loving and have experience and knowledge in, and of, the Cursillo Movement.
- k. Has the recommendation and approval of his/her diocesan Secretariat.

Note: Since it is extremely difficult to properly service the needs of both a region and a diocese, it is expected that once a candidate (who is also a member of a diocesan Secretariat) has 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.

The term for a Regional Service Team member is 4 years. Once a Regional Service Team member has completed his/her term, he/she may not serve in this capacity for a minimum of one year. This fosters other potential leaders within the region.

The Regional Coordinating Group members should actively seek qualified members for their Regional Service Teams in order to have people qualified for the Regional Coordinating Group. They should solicit the help of the Diocesan Lay Directors/Spiritual Advisors in obtaining the best qualified people for the Service Team.

### **Section E - Regional Service Team Spiritual Advisor**

Each Regional Service Team is to have a Spiritual Advisor for the Team. The Regional Service Team Spiritual will be selected by the Regional Coordinator and respective Regional Service Team, with the approval of the Regional Episcopal Advisor.

The Regional Service Team Spiritual Advisor will provide assistance to the Diocesan Spiritual Advisors (within their language group) in the form of workshops, etc.

The Regional Service Team Spiritual Advisor shall serve a 3-year term, renewable.

### **Section F - Five Year Policy**

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

### **Section G –Finances**

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

### **Section H – Non-Meeting Activities of the Regional Leaders (Service Team Members & Regional Coordinator)**

During the periods between the regularly scheduled meetings, the Regional leaders have a tremendous amount of service to conduct throughout the region.

- Diocesan ó Personal Contact.
- Maintain an up-to-date roster of each diocesan Cursillo Movementø bishop, Spiritual Advisor and Lay Director, along with the term dates for the Lay Director.
- Ensure that the Pastoral Plan has been reviewed during the past year. If a diocesan Cursillo Movement does not have a Pastoral Plan then the Regional leaders need to determine the reason and offer their assistance if necessary. A copy of each diocesan Cursillo Movementø Pastoral Plan should be kept on file with the Regional leaders.



- Ensure that the Bylaws have been reviewed within the past year. If a diocesan Cursillo Movement does not have a set of Bylaws then the Regional leaders need to determine the reason and offer their assistance if necessary. A copy of each diocesan Cursillo Movement's Bylaws should be kept on file with the Regional leaders.
- Ensure that copies of the diocesan Cursillo Movement's Secretariat minutes are being sent to their local bishop's office.
- National - Nationally recognized workshops should be provided at least once a quarter.
- These workshops should be advertised in order to allow for Cursillistas from other dioceses to attend.
- This provides tremendous training for the members of the Regional Service Team and helps them to prepare for the role of the Regional Coordinator.
- Since not all the Regional Service Team members will be able to be at all of these workshops, it is recommended that auxiliary help be recruited by the Regional Coordinator to assist. This also provides excellent opportunity for other Cursillistas to prepare themselves as possible future Regional Service Team members.
- Regional - Ensure that the Regional Coordinator's Report is properly prepared and sent to the National Office in a timely manner.
- Communications ó Ensure proper communications between the diocesan leaders, the regional leaders and the national leaders.

#### **ARTICLE VI – Diocesan School of Leaders**

In order to be considered an authentic Cursillo Movement a diocese must have a community of leaders, both lay and clergy, responsible for implementing the method properly and with particular attention to the Postcursillo needs of the Cursillistas. This community of service, called a School of Leaders, must:

- a. Meet regularly (usually on a weekly basis);
- b. Accelerate the conversion of its own members - as individuals and in the leaders' community itself and in the Movement as a whole, in the Ultreya, through the study of Church documents and official Cursillo literature, and, through personal contact, assist the entire community to grasp the vision and mentality of the authentic Cursillo Movement.
- c. Promote the evangelization of environments;
- d. Be familiar with National policies, as set forth herein, published in the latest edition of the LEADERS' MANUAL, in national mailings and any other official Cursillo literature from the National Secretariat and/or National Office, and pledge to abide by them as representatives responsible for overseeing the Movement in the diocese; and
- e. Stress the use and technique of personal contact during the Precursillo, the 3-Days and in the Postcursillo.
- f. Actively study Church and Cursillo literature, especially the FUNDAMENTAL IDEAS OF THE CURSILLO MOVEMENT, the latest edition of the LEADERS' MANUAL and the THREE DAY MANUAL and any and all revisions or amendments thereto.

#### **ARTICLE VII – Criteria for Diocesan Movements**

A Diocesan Cursillo Movement shall be considered authentic if, in its conduct and implementation of the purpose, method and strategy of the Cursillo Movement, it adheres to all policies of the National Movement as promulgated by the National Secretariat and contained within the literature of the Cursillo Movement.

The Diocesan Movement needs to ensure the approval of the local ordinary (Archbishop/Bishop) and be integrated with the diocesan pastoral plan where appropriate to the essence and purpose of the Cursillo Movement.

On an annual basis each Lay Director and Spiritual Advisor of a diocesan Cursillo Movement shall submit to the National Office a copy of its Apostolic Plan. The Apostolic Plan should set forth the efforts made to comply with these policies, or that it is in full compliance with these policies, and with those policies located in other Cursillo literature. The Apostolic Plan shall be signed by all members of the diocesan Secretariat and be accompanied by payment of their affiliation fee.

Regional Coordinators/Service Team Members shall conduct semiannual surveys to assist the diocesan Movements in their efforts to comply (or remain compliant) with this policy.

If a Diocesan Movement's Apostolic Plan reveals that it is in full compliance with this National Policy of the Cursillo Movement, no action will be necessary.

If a Diocesan Movement's Apostolic Plan reveals that it is willing but unable to abide by this National Policy for the Cursillo Movement within the above time frame, the Lay Director should immediately contact the appropriate Regional Language Coordinator and the National Office for guidance and direction.

The National Office, through the appropriate National Coordinator, will work with the Regional Coordinator and the Secretariat of the Diocesan Movement to identify those areas, which prevent full compliance with this National Policy. A plan and time frame will be developed to assist the Diocesan Movement in reaching full compliance within a reasonable period of time. The plan for compliance will be reviewed on a semi-annual basis until either the time frame has expired or full compliance has occurred, whichever occurs first.

If a Diocesan Movement fails to submit an Apostolic Plan, or its Apostolic Plan reveals that it is not willing to abide by this National Policy for the Cursillo Movement, the following process shall apply:

1. The National Office shall send a letter advising the Diocesan Secretariat that they are not in compliance with these Articles of Operation for the Cursillo Movements. The letter shall further state that the Movement is in danger of disaffiliation. A copy shall be sent to the local ordinary (Archbishop/Bishop) of the Diocese.
2. A meeting will be scheduled among the Diocesan Secretariat, the Regional Coordinator for the appropriate language group and the National Coordinator for the language group. At this meeting the areas which are of concern will be fully identified and the obstacles to compliance will be discussed.
3. The National Coordinator, in consultation with the Regional Coordinator and the National Cursillo Service Administrator, will recommend a plan to resolve the differences and to attain compliance with the Articles of Operation.
4. If an agreement cannot be reached, a meeting will be scheduled with the local ordinary (Archbishop/Bishop), the National Coordinator, the Regional Coordinator and Diocese; Secretariat members, in an attempt to resolve the issues.
5. If an agreement is reached thereafter, a plan will be developed with a specific timetable to provide for full compliance with the Articles of Operation.

6. In the event that an agreement is not reached an additional letter will be sent advising as to the consequences of non-compliance with the Articles of Operation and requiring a cessation of all Cursillo activities.
7. The National Office will continue to explore avenues of resolution and corrective measures that can be employed to resolve the impasse including the use of Cursillo Leader Workshops.
8. If all else fails, following approval from the National Secretariat, the National Cursillo Service Administrator, shall send a letter of disaffiliation to the named Lay Director, the Diocesan Secretariat, the Regional Coordinator(s) and the local ordinary (Archbishop/Bishop). The disaffiliated Diocesan Cursillo Movement will no longer be authorized to use the Cursillo name, its logo or any of its literature and/or other materials.
9. Disaffiliation will be considered only in the most serious circumstances which affect the integrity of the Cursillo Movement or otherwise place it in jeopardy as defined by the National Secretariat.
10. If a disaffiliated Diocesan Movement later elects to abide by these Articles of Operation for the Cursillo Movement (or any amended edition thereof), upon approval of the National Office, through the National Cursillo Service Administrator, they shall be allowed to re-affiliate with the National Cursillo Movement. This reaffiliation will go in effect upon receipt of the appropriate affiliation fee and a signed certification that they will abide by these Articles of Operation and attain full compliance within one year from the date of re-affiliation.

## **ARTICLE VIII - ARTICLES OF OPERATION DETAILS**

### **Section A - When Effective**

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

### **Section B – Amendments**

Amendments to the Articles of Operation shall be submitted in writing to the National Cursillo Service Administrator of the National Cursillo Movement at least 45 days prior to any National Secretariat Meeting.

The proposed amendment(s) shall be distributed by the National Cursillo Service Administrator 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 voted on at the National Secretariat Meeting.

### **Section C - Situations Not Covered**

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

This document is a compilation of and replacement for the previous Articles of Operation, Regional Structural Guidelines and National Policy.

