

ENGLISH CURSILLO MOVEMENT

DIOCESE OF AUSTIN

BY LAWS

PREAMBLE

The purpose (or goal) of the Movement, through the grace of God, is the leavening of the environments with the Gospel. This leavening of environments strives to make Christian community possible in families, neighborhoods, work situations and other places where people live the greater part of their lives. It attempts to make it possible for anyone in the world to live a Christian life.

The ultimate goal of Cursillos in Christianity is that on the Day of Judgment there may be more saints. This can be accomplished if the purpose, as stated in the preceding paragraph has been achieved.

The Movement's immediate purpose is to provide an understanding and conviction concerning what is fundamental for being a Christian. The Cursillo Movement strives to strengthen individuals so that they might live out that understanding and conviction, supported by Christian community life. Unity of purpose is essential if there is to be a courageous and total service of Jesus Christ through the Cursillo Movement. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as indicated in the official literature.* However, in all questions of importance, the Secretariat listens to the Cursillo Leaders before deciding what should or should not be done. The members of School of Leaders will be in ongoing dialogue with the Secretariat. The members of the Secretariat, for their part, should recall that the Lord, through his bishop, has given them a most serious responsibility for the implementation of the authentic Cursillo Movement in the Diocese of Austin. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases; Pre-Cursillo, 3-Day Weekend and Post-Cursillo.

Making decisions is the difficult process and responsibility assigned to the Secretariat. All Cursillistas are urged to support the Secretariat by prayer and Palanca. In guiding the Movement, the Secretariat must be watchful not to create subservience but to build up the whole Body of Christ. The Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover their individual potential and contribute to the building up of the Kingdom of God. This it should do in love, at the same time demanding a just response from each leader.

* All references to "official literature" will be taken to mean any literature provided to the local Movements by the National Secretariat, in particular: The Leaders Manual, The 3-Day Manual, Fundamentals of Being A Christian, and Pilgrim's Guide.

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The Secretariat must view its authority as one of service to the total Movement. It must remember that Christ has entrusted the Movement's direction to it, through the bishop to whom the Secretariat will have to give an account for this charge. The Secretariat, as a service unit, is not established to be served but to serve the entire Cursillo Movement. In this sense, the Secretariat cannot be thought of except as a Group Reunion whose apostolic plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of the greatest service to all (The Fundamental Ideas of the Cursillo Movement, Chapter VII). *

Just as on the 3-Day Weekend, clergy bear the responsibility for spiritual guidance and laity regulate its overall functioning, so clergy and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole.

ARTICLE I

In the Diocese of Austin, there shall be only one English Cursillo Movement and its corresponding Secretariat, which will function under the immediate direction of the local Bishop and dependent upon the Lay Director and Spiritual Advisor.

ARTICLE II

The Secretariat shall guide and coordinate all phases of the English Cursillo Movement of the Diocese of Austin within the pastoral plan of the bishop, and the Cursillo Movement. All members of the Secretariat shall have a thorough understanding of and a willingness to uphold the purpose and methods of the National Cursillo Movement. Each person shall be willing and able to act as a member of a team by regular participation in the monthly meetings of the Secretariat and the various activities of the Austin Diocese English Cursillo. Each member shall be an active member of a Group Reunion, a regular attendee of Ultreyas, and a regular participant in Leaders' School.

ARTICLE III

The Secretariat members shall be nominated by the School of Leaders and selected by the Secretariat, for a three (3) year term. Only active leaders attending the School of Leaders in the Diocese of Austin shall be eligible to serve on the Secretariat.

ARTICLE IV

The School of Leaders is a cornerstone of the Cursillo Movement, which complements the Secretariat. The School will be the Secretariat's instrument for the realization of its work. The School will supply the Secretariat with teams of leaders, prepared technically and spiritually, so that these leaders may be the leaven of the Cursillo Movement in the Diocese. After all, it is

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upon the leaders that the responsibility rests for vitalizing the Group Reunions and the Ultreyas, the specific means of perseverance in the Post-Cursillo.

ARTICLE V

The Secretariat shall be composed of Laity and Clergy.

1. There shall be a Lay Director, Spiritual Advisor, School of Leaders Chairperson, Pre-Cursillo Chairperson, Cursillo Chairperson, Post-Cursillo Chairperson, Treasurer, and Secretary.

They are elected by a simple majority vote of the Secretariat.

- A. **The Lay Director**, in consultation with the Spiritual Advisor, will convoke, preside at, direct and prepare agendas for all meetings of the Secretariat. He/she will do everything possible to promote a spirit of unity, enthusiasm and cooperation not only among the Secretariat, but in the School of Leaders and throughout the whole Diocesan Cursillo Movement. The Lay Director will ensure that each Secretariat member fulfills their assigned responsibilities. The Lay Director will maintain contact with Regional and National Coordinators and disseminate all communications and activities to the Secretariat and the School of Leaders. In addition, the Lay Director will make sure that he/she will provide an annual report to the Bishop. The Lay Director shall serve for three (3) years and may be re-elected by the Secretariat for another term of office. He/she may not serve more than two (2) consecutive terms.
- B. **The Spiritual Advisor** oversees the spiritual needs of the Secretariat and the Cursillo Movement in the Diocese. The Spiritual Advisor is appointed by the Bishop and maintains a link between the Movement and the Bishop's Office. To ensure proper spiritual assistance to the Movement, the Spiritual Advisor is responsible for acquiring priests, vowed religious and deacons to assist with the Doctrinal Talks at the School of Leaders, and the Spiritual Advisor's witness summary and guidance during the Ultreyas. The Spiritual Advisor, in conjunction with the Cursillo Chairperson, is also responsible for obtaining Spiritual Advisors for the 3-Day Weekends. The Spiritual Advisor should continually challenge the other Secretariat members to discern all their activities. We must always strive to seek God's Will instead of our own.
- C. **The School of Leaders Chairperson** will preside at, prepare and direct all activities relating to the School of Leaders. Upon recommendation of the Secretariat he/she will determine the Doctrinal and Technique presentations and presenters for the School of Leaders. He/she will ensure that all the essential elements of the school are

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maintained for continual growth of its leaders. Should the Lay Director not be able to fulfill their duties, the School of Leaders Chairperson shall assume the duties of the Lay Director in the interim until a selection is made in accordance with Article V, Section 3. The term of office for this position is three (3) years.

- D. **The Pre-Cursillo Chairperson** will ensure the selection and preparation of candidates who will live a Cursillo Weekend within the Diocese is properly implemented. He/she will ensure the necessary follow-up exists for each candidate; ensures the sponsor or group sponsoring the candidate knows the applicant. He/she will acknowledge receipt of the Cursillo Weekend application form with the candidates. He/she will also communicate rector/rectora information with the candidates for directions and items needed for the Cursillo weekend. Applications will be kept on file for a period of two (2) years. The term of office is three (3) years.
- E. **The Cursillo Chairperson** ensures that all necessary elements for the Cursillo Weekend are directed to providing the candidates attending the Weekend encounters with God, self and others. This includes such things as:
- 1) Rector/ Rectora selection and team selection (approved by the Secretariat),
 - 2) Team preparation,
 - 3) Scheduling for the facilities,
 - 4) All other necessary supplies for conduct of the weekend, and
 - 5) Palanca for the Cursillo Weekends.

The Cursillo Chairperson, in conjunction with the Spiritual Advisor, is also responsible for obtaining Spiritual Advisors for the Cursillo Weekends. The term of office is three (3) years.

Outside Palanca / Community Action Committee Coordinator is a committee coordinator working under the guidance of the Cursillo Chairperson. He/she selects the Cursillo Communities with which the local community is to be united in prayer and other acts of spiritual “leverage” (Palanca). The coordinator informs the Ultreya of specific acts of Palanca to be done by the community and is also responsible for coordinating the community donation of food and supplies for the weekends. He/she communicates with the outside communities through letters and / or posters to indicate our solidarity-in-prayer with them and in their worthy intentions for their candidates in the “little course”. The coordinator passes the Palanca from the outside

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communities to the Rector/Rectora and / or Spiritual Director prior to each weekend. Receives prayer requests and passes them on to the community using available means. The term of office is not specified.

F. **The Post-Cursillo Chairperson** shall, for the benefit of all Cursillistas promote the essential means of perseverance. Group Reunions and Ultreyas are conducted in accordance with official National Cursillo Center literature. In consultation with the Secretariat, conduct workshops and Spiritual retreats; work with the Secretary to publish and distribute pertinent materials, and maintain website for information and orientation of Cursillistas. The term of office is three (3) years.

G. **The Treasurer** shall be responsible for the financial matters of the Cursillo Movement. The Treasurer will also ensure that the Movement is financially sound at all times and that the Local, Regional, and National financial obligations are met. If funds are available to cover the registration and travel expenses for the Lay Director's attendance at the Cursillo Regional, and National Encounters, then those expenses will be covered.

The treasurer will keep financial records and provide necessary reports on a regular basis to the Secretariat. The treasurer ensures that the required books, publications and other supplies needed by the movement are always available. The term of office is three (3) years.

H. **The Secretary** will keep the minutes of Secretariat meetings and distribute them promptly to the Secretariat. The Secretary will keep a record book available at Secretariat meetings of all meetings of all past minutes. The Secretary shall maintain an updated mailing list of Cursillistas. The term of office is three (3) years).

2. Secretariat Meetings

A. The Secretariat will meet once a month. A quorum of four (4) members must be present to have a meeting.

B. Special meetings may be called by the Lay Director or a simple majority of the Secretariat.

C. Scheduled meetings may be cancelled by proper notice, and simple majority of the Secretariat.

D. A simple majority of the Secretariat must be present at the meeting to make a decision.

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3. In the event the Lay Director position is vacated, the School of Leaders Chairperson will assume the Lay Directors duties. A Secretariat meeting shall be called within one (1) month from the date of vacancy to elect a new Lay Director. A vacancy in any other position is assumed by the Lay Director until filled by the Secretariat at a meeting called within one (1) month from the date of vacancy. In the event a Secretariat member is not fulfilling their responsibilities, he/she may be asked to vacate the position by a simple majority vote of the Secretariat.
4. The School of Leaders shall submit nominations for expiring Secretariat terms by the first School of Leaders meeting in August. Selections will take place at the September Secretariat Meeting. Those elected will take position on October 1. Voting will take place via voice unless any member of the Secretariat requests a written vote. Absentee voting is not permitted.

ARTICLE VI

Secretariat members shall submit a yearly comprehensive report regarding their section's fiscal year activities no later than September 1 to the Lay Director. The Lay Director will compile the reports and submit the compilation, along with any changes to the Secretariat and By-Laws, to the Bishop by November 1st. A copy of the report will be submitted to the Regional Coordinator and National Cursillo Center. The Lay Director will request an annual meeting with the Bishop.

ARTICLE VII

Amendments to these By-Laws may be proposed by any member of the Secretariat. The proposed amendment must be submitted to the Secretariat at least one (1) month in advance of the meeting at which the proposed amendment(s) is to be discussed and voted upon. Amendments are approved by simple majority vote of the Secretariat.

ARTICLE VIII

Upon the completion of each Secretariat member's term, there will be a one year waiting period prior to being considered for another position on the Secretariat. The only exception will be the Lay Director, which is referenced in Article V, 1A.

ARTICLE IX

To ensure continuity on the secretariat, the terms of office shall be staggered.

The Lay Director and Secretary's terms will end Sept. 30 2015, the School of Leaders, Cursillo Chairperson, and Treasurer's terms will end Sept 30, 2016, and the Pre-Cursillo and Post Cursillo Chairpersons' terms will end Sept. 30, 2017.

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Beginning October 1, 2013 in order to be eligible to run for a Secretariat position, a School of Leaders Member cannot be serving in another Secretariat Position within the Diocese of Austin.

ARTICLE X

Dissolution - In the event of the dissolution of the English Cursillo Movement (ECM) Diocese of Austin, all assets will be distributed to the Diocese of Austin Ultreya community with the highest number of SOL participants.

HISTORY OF CHANGES /AMENDMENTS TO THE BY-LAWS

May 14, 2011 Article XI - Addendum

November 12, 2013 Article IX - Addendum

Article X - Addendum

October 14, 2014 Article IX - Addendum

Year 2015 Lay Director Secretary

Year 2016 School of Leaders Cursillo

Chairperson Treasurer

Year 2017 Pre-Cursillo Chairperson Post Cursillo

Chairperson

April 7, 2015 Complete Revision

November 1, 2016 New Signature Page

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ENGLISH CURSILLO MOVEMENT DIOCESE OF AUSTIN SECRETARIAT

LAY DIRECTOR:	Robin Spencer, term ends 2018
SECRETARY	George Escobedo, term ends 2018
SCHOOL OF LEADERS	Dennis Alber, term ends 2019
TREASURER	Orie Sanchez, term ends 2019
PRE-CURSILLO	Gregory Ganslen, term ends 2017
CURSILLO	Barbara Alber, term ends 2019
POST-CURSILLO	Mary Escobedo, term ends 2017 (appointed)

ARTICLE XI

These By-Laws are in effect as approved by the Secretariat on the 1st day of November, 2016.

Robin M. Spencer

Lay Director - Robin M. Spencer

Fr. Jude Uche

Spiritual Advisor - Fr. Jude Uche

Dennis J. Alber

School of Leaders - Dennis J. Alber

George Escobedo

Secretary - George Escobedo

Oralia H. Sanchez

Treasurer - Oralia H. Sanchez

Gregory E. Ganslen

Pre-Cursillo - Gregory E. Ganslen

Barbara J. Alber

Cursillo - Barbara J. Alber

Mary Escobedo

Post-Cursillo - Mary Escobedo