

Role of Secretariat – for Rainbow Connection, Feb 2017

What is a Secretariat? Hint: it isn't a gathering of secretaries. Secretariat is the administrative committee of Cursillo and operates under the authority of the Diocesan Bishop.

Secretariats include clergy and lay people, who serve a three year term. The specific Secretariat positions differ a bit between Dioceses, but in Tasmania we have the following.

Firstly, we have a **Diocesan Spiritual Director**, Frank Lee. The DSD is responsible for the spiritual care of all Cursillistas, particularly the other Secretariat members. He liaises with the weekend Lay Co-ordinators about the selection of Spiritual Advisors for the weekend and commissions and decommissions the teams. He oversees all matters of liturgy and is an advisor for, and about, the relevance of Cursillo to the clergy as well as Cursillistas. We currently have 2 assistant DSDs as well: Kaye Paice and Louise Priest.

Next, we have a **Secretary**, Jane Lamont. The Secretary provides an agenda for the bi-monthly meetings, and takes the minutes. She arranges for collection of mail from the Post Office box and looks after the inward and outward correspondence. She keeps the 3-day weekend photos file up-dated as well as all the other usual secretarial duties.

Of course, we have a **Treasurer**, Margaret Brodie. The Treasurer accounts for the finances and maintains adequate records. She arranges for the accounts to be audited annually. She reports on the running expenses of the 3 day weekends and any unusual movements in receipts and expenditure. She produces an annual detailed report.

The **Rainbow Connection editor**, Lynda Klimek, is, not surprisingly, responsible for the production of the Rainbow Connection. She encourages all Cursillistas to write

articles for inclusion in the publication, especially reports on regional Ultreyas and on the 3 day weekends. She also publicises upcoming events.

Next, there is the **Pre-Cursillo Co-ordinator**, Jan Allan. She checks and collects mail relating to the 3-day weekends and sends out the applicants' acceptance letters. She liaises with a candidate's sponsor where necessary. She sends out lists of names for Palanca for both teams and candidates to the Rainbow Connection and Secretary.

Our **National and International Palanca Co-ordinator** is Chris Gibbons. She collects and sends palanca on behalf of Tasmanian Cursillo to other Dioceses and overseas.

Then we have the **Post-Cursillo Co-ordinator**. This position is currently vacant. The Post-Cursillo Co-ordinator supports and encourages the Northern, North-western and Southern Ultreya Co-ordinators and oversees and arranges a team for Diocesan Ultreyas. He or she ensures that the various Ultreya boxes are kept up to date and that records are kept of dates, venues and witness speakers.

The **Resource Co-ordinator**, Greg Stanford, is responsible for the storage, maintenance, preparation and distribution of resources for training and the 3 days. He liaises with the Lay Co-ordinators and team proctors about resources and arranges for collection of resources from Clausuras. Greg is into his fifth year as Resource Co-ordinator, so needs to hand the baton (and all the banners, tubs etc!) on to someone else. Obviously, the resource co-ordinator needs access to ample storage space and adequate transportation.

Cursillo also has a **Database Co-ordinator**, Peter Blyth. He maintains a database of Diocesan Cursillistas and provides information when required to the rest of the Secretariat. He provides the new weekend Lay Co-ordinator with an accurate, updated list of suitable team members. Each year, he produces an address book for distribution to the Secretariat members and all the Parish Representatives. This position is vital for good communication within Cursillo and requires the input of all Cursillistas when they change their address, either postal or email, or their parish.

We also have a **Web Master**, Wes James, who is responsible for building, updating and maintaining the Tasmanian Cursillo website.

The **Servant Community Representatives**, Fiona Wilson, Isa Kingston, Margaret Brodie and Davina Farmer, liaise with the Southern and Northern Servant Communities and report on information and ideas between them and the Secretariat. They ensure that workshops are ongoing, for example, Welcome Days. They liaise with Secretariat about dates for upcoming events and ensure that they are noted on the Secretariat's Calendar of Events.

Finally, there's the **Diocesan Lay Director** – Shirley Tongue. She chairs the Secretariat meetings; liaises with the weekend co-ordinators and supports the teams by attending their commissioning and initial training day; runs a Group Dynamics workshop at the team overnight training; provides reports to the Diocesan Synod and the National Secretariat as required; writes a page for the Rainbow Connection and keeps the Lay Co-ordinators' manuals up to date.

Secretariat meets bi-monthly at the Campbell Town Rectory.

The DLD and DSD are also the Tasmanian delegates to the Anglican Cursillo Movement of Australia, or the National Secretariat, which meets 3 times every 2 years (that is once one year and twice the next). Their next meeting is in Busselton, W.A., in May.

It is expected that all Secretariat members are active in their own parishes and also in Group Reunion and Ultreyas. If you feel that being on Secretariat is a way in which the Lord is prompting you to serve, please speak to one of the members listed above.