

Role of Secretariat

General

- Plan the development of the Movement
- Co-ordinate the Movement
- Facilitate growth of the Movement
- Monitor the effectiveness of work being done in various areas of activity within the Movement
- Keep the original aims uppermost by reading and studying the Leader's Manual and the ACMA Handbooks
- Encourage the sponsoring and support of new candidates
- Support and encourage Lay Co-ordinators and team members by Palanca, telephone/personal contact, LD and SD visiting the team at least once during training
- Constantly expand our knowledge of the movement and disseminate information to Cursillistas through the Rainbow Connection, workshops, and brief teaching spots at some Ultreyas
- Oversee the working of the Servant Community
- Establish policies and procedures which will assure an active Fourth Day program
- Attend Cursillo events, e.g. Ultreyas, Mananitas and Clausuras
- Select dates for Cursillo weekends
- Relate to other Secretariats particularly National Secretariat with two delegates (usually DLD & DSD) attending ACMA
- Attend meetings of Secretariat, currently bi-monthly on the first Saturday. (Membership may need to be reconsidered if more than two consecutive meetings a year are missed)
- Secretariat meetings are open to all Cursillistas and 'observers' are welcome.
- Promote the movement at parish, regional and diocesan levels
- Encourage and support a Cursillo representative in each Parish
 - a) Keep an up-to-date list of parish contact names, addresses and phone numbers and pass on to Data Base Coordinator & Rainbow Connection Editor
 - b) Relay any information to parish representatives as is deemed necessary
 - c) Encourage parish representative to establish parish prayer chains
 - d) Maintain regular pastoral contact with each parish representative and pass on prayer points.
 - e) Encourage the establishment and support of Group Reunions.
 - f) Arrange parish help, through contacts, for Cursillo events as needed
- Members of Secretariat should be endorsed for Safe Church Communities in their own parish (Module F1). The DLD, DSD, ADSD, Treasurer, Pre Cursillo and Database Coordinator should obtain a Police check and have 2 'team member' referees.

The following roles may be done by one or more people, some may be combined and a few roles covered by one person.

Diocesan Lay Director

- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Chair Secretariat meetings or arrange suitable replacement
- Arrange an annual Planning Day for Secretariat and Servant Communities as required
- Be in regular contact with DSD, ADSD, Secretary and the Bishop
- After consultation with DSD, invite a Cursillista for the role of Weekend Lay Coordinator.
- Liaise with weekend Lay Co-ordinators, meeting with them to go through the manual, before they complete team selection and be available at all times for consultation.
- Encourage LCs to think about particular new people for teams (from Secretariat and past LC's recommendations). Try to develop future LCs and SAs. Go through photos (obtained from Secretary) of past 3-days with LCs to help with team selection if necessary
- Arrange Commissioning day for Teams and provision of talk 'Group Dynamics' on overnight training.
- Show support for team by attending commissioning and part of a training day.
- Write a letter to encourage sponsors in their role after the 3-day weekend.
- Circulate prayer points as required by email.
- Keep in contact with National Secretariat
- Provide reports to the Diocese, Synod and National Secretariat as required.
- Follow procedure for replacing retiring members of Secretariat:
 - a) call for expressions of interest
 - b) after prayerful consideration of names by secretariat, invite persons to specific roles.
- Write a page for the Rainbow Connection
- Ensure LC manuals are up-to-date

Diocesan Spiritual Director

- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Has spiritual care of all Cursillistas with particular care of Secretariat members
- Liaise with National Secretariat (including National Episcopal Overseer & National Spiritual Director).
- Attend National Secretariat (2/year) as available.
- Liaise with weekend Lay Coordinators, re selection of SAs, meeting with them before they complete team selection and be available at all times for consultation
- Meet with SAs for each weekend to present and discuss the SA Manual.
- Liaise with SAs for each weekend, during the training to provide support.
- Liaise with clergy from where possible team members for a weekend may come. Gain their approval before team members are asked.
- Advise Database Coordinator of any changes required for the details of prospective team members.
- Annually review with the Database Coordinator the status of clergy cursillistas.
- Commission and decommission teams
- Show support for team by attending part of a training day
- Arrange for Bishop to celebrate at the closing Eucharist on all Cursillo 3-days
- Encourage and support Servant Communities and Fourth Day activities (Ultreyas, Workshops, Group Reunions).

- Oversee all matters of liturgy
- Review all documentation for consistent Anglican theology.
- Be in regular contact with DLD, ADSD, Secretary and Bishop
- Be an advisor to and for the relevance of the Movement to clergy as well as to clergy Cursillistas
- Speak with clergy candidates before and after the 3-days
- Promote the movement at parish, mission regions and diocesan levels
- Write a page for the Rainbow Connection

Assistant Diocesan Spiritual Director

- Assist the Diocesan Spiritual Director (DSD) with the general spiritual oversight and pastoral care of the Cursillo Community and its members.
- Help the DSD to source Spiritual Advisors (SAs) for the three-day weekends, particularly with regard to potential SAs from their own region.
- Attend Secretariat meetings with, or in place of, the DSD, when possible, helping to provide oversight and pastoral care of the Secretariat members.
- Assist with ideas and suggestions for clerical 'personnel' with regards to organising Diocesan and Regional Ultreyas.
- Help the DSD in raising the profile of Cursillo across the Diocese.
- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Stand in for the DSD as required.
- May share roles with the DSD as agreed between them.

Secretary

- Arrange for collection and sorting of mail from Post Office box. Pass on mail where necessary to Treasurer, DLD, DSD etc. Maintain record of incoming and outgoing mail.
- Take minutes, type up and distribute copies of the minutes and agenda for following meeting
- Write any necessary correspondence, or make required phone calls arising from the meeting. Distribute Cursillo information via email as requested.
- With Database coordinator maintain list of current Cursillistas email addresses.
- Organise for the biannual changing of Parish Representatives. Contact suggested people by phone, explaining role and if accepted mail out official invitation and position description
- Provide Rainbow Connection Editor and Database Coordinator with updated list of Parish Representatives as required
- Keep 3-day photos up-dated and ready to hand to DLD for meeting with Lay Coordinators
- Archive relevant Cursillo material from weekends.
- Send copies of reports to Secretariat to the Documents Coordinator.
- Maintain records of petty cash allocated for secretarial use

Treasurer

- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Account for finances and maintain adequate records for 7 years.
- Arrange for these to be audited annually – usually April/May
- Produce an annual detailed report in May each year

- Produce financial summary reports for each meeting of Secretariat and arrange for these to be submitted even if absent from the meeting
- Reimburse expenses or provide petty cash for positions on Secretariat as directed by Secretariat (eg Secretary, Servant Communities, Pre Cursillo)
- Ensure that income from the Rainbow Box, and sales of the Prayer Diaries and Note Pads are banked after Ultreyas and Clausura
- Attend or arrange for someone to collect monies at each Clausura
- Report regularly on:
 - a) The overall expenses of each 3-days in comparison with other years.
 - b) The overall expenses of each Rainbow Connection issue and comparison with other issues.
 - c) Unusual movements in receipts and expenditure
- Provide an annual summary report of income and expenditure for the Rainbow Connection.

Post Cursillo Co-ordinator

- Familiarise self with literature on Post Cursillo and Ultreyas
- Find and pass on good examples of witness talks to Ultreya Coordinators
- Look for ways to enhance current Ultreyas e.g. using drama, question times, forums, teaching segments, different formats etc
- Organise for the biannual changing of northern, northwest and southern Ultreya Co-ordinators. Contact suggested people by phone, explaining role and if accepted mail out official invitation and position description
- Support and encourage northern, northwest and southern Ultreya Coordinators through regular contact
- Oversee and arrange a team for Diocesan Ultreyas. This may be handled by Servant Communities.
- Organise the Diocesan prayer chain and prayer cover for the 3-days
- Ensure that Ultreya boxes are kept up-to-date
- Ensure that records are kept of dates, venues and witness speaker. Pass on to Data Base Coordinator
- Ensure an invitation to the Diocesan Ultreya is included in the Fourth Day envelopes on the 3-day weekend.

Pre-Cursillo Co-ordinator

- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Keep a store of current application forms and Cursillo brochures and have them available at Ultreyas and Clausuras and for general distribution
- Familiarise self with literature on Pre Cursillo
- Send out the applicant's acceptance letter after consultation with DLD & DSD *if necessary*.
- Give completed application forms to Lay Co-ordinators.
- Ensure original application forms are sent to the Database Coordinator.
- After receiving original application forms back from the Database Coordinator, and 3 months after the 3-day weekend, destroy the original forms and any copies, for privacy reasons.
- If a candidate does not attend the planned 3-day weekend, contact the sponsor to arrange for another application to be made.
- Liaise with candidate's sponsor where necessary

- When the final list of candidates is approved, send out the list (name, address, phone, email address, parish) to DLD, Rainbow Connection, and Database Coordinator (can be sent progressively if desired). Also advise DLD of the names of the Sponsors.
- Send the Bishop a final list of candidates and team members 2 weeks before the 3-days and receive Palanca from the Bishop for the candidates.
- Collect and pre-sort Palanca
- Maintain records of petty cash allocated for Pre-Cursillo coordinator's use

Media Liaison

- Liaise with Rainbow Connection and Tasmanian Anglican Editors
- Provide articles and photos for these editions, after they have been approved by the DLD.
- Publish dates of coming Cursillo events in publications.
- Summarise any points of interest from Secretariat minutes and publish in the Rainbow Connection
- Publicise Cursillo as appropriate e.g. a mail out to clergy once a year.
- Encourage use of the Cursillo PowerPoint presentation in Parishes and ministry areas, using the Cursillo laptop and projector.
- Consider a summary of a relevant witness talk for publication

Web Site Coordinator

- Publish dates of coming Cursillo events on the Diocesan and National websites.
- Maintain current application forms, brochures, reports, calendar of events and Cursillo information approved by DLD, on the web site
- Maintain and develop the Tasmanian Cursillo web site linking it to the National and Diocesan web sites
- Abide by appropriate privacy and good programming guidelines for the web site.

Rainbow Connection Editor

- Produce issues of the Rainbow Connection as directed by Secretariat.
- Distribute copies to all active Cursillistas in the Database via Parish Reps, email or post.
- Provide appropriate copies for inclusion on our web site and National (respect privacy issues).
- Provide copies for the Fourth Day envelopes for Candidates on Cursillo Weekends.
- Send copies to other Dioceses in Australia.
- Include a list of Parish Reps in one issue per year
- Include contact details of Secretariat members in each issue.

Resources Co-ordinator

- Responsible for storage, maintenance, preparation, distribution of resources for training, the Cursillo 3-days and workshops
- Keep Cursillo manuals up to date with exception of LC manual, which is passed onto the DLD for up dating. Receive latest 'revisions' from the Documents Coordinator.
- Collect example talks from the Talk Reviewer for inclusion in the team box.
- Liaise with Lay Coordinators & Team Proctors re resources
- Soon after LCs acceptance, pass on the relevant team box, particularly Proctor & Spiritual Advisor manuals as well as talks with two examples and team kits.
- Arrange for the collection of resources from Clausura
- Ensure a record of printed music used during 3-days is kept for copyright purposes and forwarded to the Copyright Coordinator.
- Pass on all talks at the conclusion of each weekend to the nominated Talk Reviewer

Documents Coordinator

- Maintain computer files of all Cursillo documentation.
- Keep a copy of Reports to Secretariat meetings.
- Ensure documents are reviewed & updated regularly and that current copies are being used.
- Keep record of all resources including list of northern, northwest and southern Ultreya and Servant Communities resources and banners.
- Update, as required, the 'Directory' of Secretariat members and send to the Rainbow Connection Editor and put in Weekend Manuals
- Maintain Current yearly Calendar and send to Web Site Coordinator and Rainbow Connection Editor and put in Weekend Manuals.
- Update Cursillo Weekend Application Form and send to Web Site Coordinator and put in Weekend Manuals.
- Update this document and send to the Web Site Coordinator.

Data Base Co-ordinator

- Be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Maintain database of Diocesan Cursillistas and provide information when required to Secretariat, particularly the DLD and Rainbow Connection distributor.
- Ensure that information on the database is annually reviewed with Secretariat
- Produce a listing of Cursillistas in each Parish to be sent with Rainbow Connection to each Parish Rep. The Parish Rep should report back on any changes required.
- Regularly liaise with Rainbow Connection Editor re changes of addresses
- Provide the DSD and LC a list of possible team members and receive back any corrections required to the details of suggested team members.
- Provide the DSD with a list of clergy Cursillistas for selecting SAs for a weekend.
- Shortly after new LC has accepted role provide them with an accurate updated list of suitable team members
- After the closing date and receiving details of the Candidates from Pre Cursillo Coordinator, update the database and Address Book. Print a copy of the Address book for each member on team and the new Cursillistas to be given out on the weekend in the Fourth Day envelope.
- Obtain completed application forms after weekends and up-date database where necessary, then return forms to the Pre Cursillo Coordinator.
- Annually produce an address book for distribution with a Rainbow Connection to Parish Reps, Secretariat, Servant Communities and Ultreya coordinators.

- Produce a list of Parish Reps as required and send to Rainbow Connection Editor.

Music Coordinator

- Arrange for the music at Diocesan Ultreya.
- Develop and increase the number of 'known' songs within Cursillo.
- Keep a record of what songs have been introduced and how many times they have been used.
- Discuss with the organisers of the Ultreya the theme and the tracking sheet.
- Promote compliance with copyright obligations.

Group Reunion Coordinator

- Develop resources for new Cursillistas to be involved in Group Reunion.
- Promote Group Reunions throughout the Diocese.

Servant Community Representatives

- The Servant Community Coordinator and those regularly involved in up front leadership roles will be endorsed for Safe Church Communities and obtain a Police check and have 2 'team member' referees.
- Servant Community Representatives (need not be the Coordinator) liaise with Servant Community and report information and ideas to them from secretariat.
- Report information and ideas from Servant Community to Secretariat.
- Liaise with Secretariat re dates for up coming events and ensure they are noted on the Secretariat's calendar of events
- Ensure workshops are on-going e.g. Welcome Day, Christian Action, Continuing the Journey
- Regularly arrange for an article to be written for inclusion in the Rainbow Connection, promoting events and reporting on servant community activities.
- Arrange Diocesan Ultreyas as requested by Secretariat.
- Encourage meetings of Parish Contacts for training and support

Palanca Coordinator

- Collect dates of Cursillo weekends in other parts of Australia from the National Website and send Palanca from Tasmania.
- Receive Palanca from Australian Dioceses
- Send and receive Palanca from overseas groups as developed.
- Deliver received Palanca to the respective Tasmanian weekends.
- Notify Secretariat of weekends to which Palanca has been sent so that prayer can be maintained.

Banner Coordinator

- Maintain the list of Banners and their location.
- Develop a plan to circulate the banners throughout the regions.
- Maintain the photographic record and description of all banners. Add new banners as they are introduced.

Copyright Coordinator

- Receive details of songs printed or displayed on a data projector for any Cursillo event.
- Enter details into the web site for CCLI

- Assist where necessary for people to understand the CCLI requirements.

Name Tags and crosses for weekends

- Receive names of candidates for 3 day weekends, from Pre Cursillo Coordinator.
- Prepare crosses and name tags for Candidates
- Send name tags and crosses to Proctors for the Cursillo weekend.

Reviewer of Cursillo Talks

- Receive all the talks presented at each Cursillo Weekend, from the Resources Coordinator.
- Compare the talks with the guidelines.
- Provide two copies of sample talks that meet the guidelines, to the Resources Coordinator, for use at each of the next Cursillo weekends.

Archivist

- Collect and maintain the history of Cursillo in Tasmania.
- Store any items and information in an appropriate manner.

If you are interested in assisting with any of these roles on Secretariat then please contact the Diocesan Lay Director.