

The Maryland Episcopal Cursillo

THE SECRETARIAT

ASSISTANT LAY DIRECTOR

- 1. Serves in the absence of the Lay Director.**
 - Attends regularly scheduled meetings of the Secretariat.
 - Conducts meetings in the absence of the Lay Director.
- 2. Maintains Communication with other Cursillo entities.**
 - Works closely with the Lay Director and Servant Community Director to ensure continuity of programs and the work of the Fellowship.
 - Coordinates pastoral planning in conjunction with the Spiritual Advisor and the Lay Director.
 - Attends quarterly meetings with leaders from neighboring dioceses when possible.
 - Attends the ECM Annual Seminar when possible. (Note: The Secretariat pays expenses for attendance at this meeting when the available budget allows, and the attendee provides a report on the Seminar to the MEC via *The Abrazo*).
- 3. Coordinates the Annual Diocesan Ultreya.**
 - Secures the location for the event.
 - Recruits a member of the Fellowship to coordinate the event.
- 4. Processes candidate and sponsor applications for the Three-Day Weekends.**
 - Advises/reminds sponsors of their obligations.
 - Organizes and conducts the Sponsors' Service on the first night of each Weekend.
- 5. Works closely with the Area Representatives.**
 - Meets with each newly elected representative and provides information necessary to do the job.
 - Plans periodic training and strategy sessions for the area reps.
- 6. Prepares to become Lay Director.**
 - Finds members of the Fellowship to serve in the appointed positions of the Secretariat so that all positions are filled when his/her term begins.
 - Sets date, place and time for the initial Secretariat meeting of his/her term of office.
- 7. Participates.**
 - Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
 - Supports the MEC with their time, talent and treasure when possible.