

# The Maryland Episcopal Cursillo

## THE SECRETARIAT

### LAY DIRECTOR

#### 1. Oversees and supervises all activities of the Fellowship.

- Serves as an ex-officio member of all committees.
- Monitors all officers to ensure they are faithfully executing their duties, and offers support and encouragement when needed.
- Arranges for an annual review of the financial records and appoints a review committee with the approval of the Secretariat.
- Writes an article for each issue of the *Abrazo* newsletter.
- Convenes the Annual Diocesan Ultreya on the second Saturday in October and arranges for the election of the Assistant Lay Director at that time in years when there is need for an election.
- Gives a welcoming and encouraging message at each Clausura (or makes certain that another member of the Secretariat is available to do it in his/her absence).

#### 2. Convenes and presides over the meetings of the Secretariat.

- Sets and publishes the agenda for each meeting.
- Votes in the event of a tie.
- Attends all regularly scheduled meetings when possible and arranges for the Assistant Lay Director to conduct meetings in his/her absence.

#### 3. Maintains communications with various Cursillo entities.

- Works closely with the Assistant Lay Director and Servant Community Director to ensure continuity of programs and the work of the Fellowship.
- Maintains communication with the Bishop and the Diocese, notifying the Diocese of any changes in personnel.
- Meets with the Bishop at least twice a year and arranges for the Bishop and the entire Secretariat to meet once a year to discuss the Bishop's pastoral plan.
- Maintains communication with the national organization, The Episcopal Cursillo Ministry (ECM) and, when possible, attends the annual ECM Seminar or arranges for the Assistant Lay Director (or another representative of the Secretariat to attend in his/her place. (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*).
- Maintains communication with neighboring Cursillo Movements and includes the Assistant Lay Director at participation in events when possible.
- Maintains communication with other 4<sup>th</sup> Day Movements and passes all pertinent information to the Communications Coordinator for dissemination.
- Appoints necessary personnel.
- Appoints the Servant Community Director, Secretary and Treasurer of the Secretariat and provides handbooks and guidelines to all new members.
- Meets with the Assistant Lay Director and the Secretariat's Spiritual Advisor (when necessary) to compile a list of three or four priests or deacons who could possibly serve as Spiritual Advisors for the Secretariat and the Servant Community. Submits the list to the Bishop for final selection in a timely fashion.

**4. Three-Day Weekends.**

- Locates facilities and secures dates for the Three-Day Weekends at least one year in advance of each weekend. Preference shall be given to diocesan properties, especially The Claggett Center, when available funding (based on projected facility costs) and scheduled availability of the facility allows.
- Confirms team and candidate fees for each Weekend.

**5. 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.