

The CURSILLO Movement
Catholic Diocese of Fort Worth, Texas
2221 NW 26th St, Fort Worth, TX 76164-7613 Phone: (817) 624-8526
BY-LAWS FOR THE FORT WORTH CURSILLO – ENGLISH SIDE

Established, in current form, May 9, 2001

Amended April 25, 2004 (for appointed Secretariat positions).

Amended December 15, 2005 (to define election procedures, 12 candidate minimum to hold weekends and to clarify overall By-Laws intent with national guidelines).

Amended July 31, 2007 to incorporate approved website, e-mail and bulletin board policy

Amended May 2009 by vote in the School of Leaders.

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ARTICLE I – Amending By-Laws

Amendments to these By-Laws may be proposed by any member of the Secretariat. Amendments may be made at any regularly scheduled meeting of the Secretariat. Passage of an amendment requires a simple majority vote by the School of Leaders. Proposed amendments must be submitted to the Secretariat at least one month in advance of a vote for approval. The Secretariat will then discuss the amendment, and make a recommendation for approval at the next School of Leaders.

ARTICLE II - Definition of Fort Worth English Cursillo Secretariat

The Fort Worth, Texas Catholic diocese has one Cursillo movement – made up of two sides: an English speaking side and a Spanish speaking side. In the diocese of Fort Worth, Texas, there will be one Secretariat for the English speaking side (as well as one Secretariat for the Spanish speaking side), which will be a functional and autonomous organism under the immediate direction of the Bishop and dependent upon the Lay Director and Spiritual Director.

ARTICLE III – Commitment to Official Cursillo Movement, Secretariat Purpose

The Secretariat shall implement the Cursillo movement in the Diocese of Fort Worth according to what is essential and fundamental as outlined in the official literature of the Movement. As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo movement in the diocese of Fort Worth within the pastoral plan of the Bishop. The Secretariat is also responsible for determining and scheduling necessary diocesan, regional, and national workshops.

ARTICLE IV – Members and Duties of The Secretariat

The Secretariat shall be composed of a priest or deacon Spiritual Director, and lay persons.

A) **Members** – The Secretariat shall consist of the following 11 positions: (1) a Spiritual Director, (2) a Lay Director, (3) Precursillo Chairperson, (4) 3-Day Cursillo Chairperson, (5) Postcursillo Chairperson, (6) Assistant Lay Director/School of Leaders Chairperson, (7) Treasurer, (8) Secretary, (9) Palanca Chairperson, (10) Editor of the Pass-It-On, and (11) Internet Communications Coordinator.

All members of the Secretariat are expected to attend Secretariat meetings and School of Leaders meetings. The first 9 Secretariat positions comprise the voting body of the Secretariat.

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B) Duties of Secretariat Positions – the following are the duties of the 11 Secretariat positions:

1 The **Spiritual Director** oversees the spiritual needs of the Secretariat and the movement as a whole. The Spiritual Director, who is appointed by the Bishop, maintains a link between the movement and the Bishop's office. To ensure proper spiritual assistance to the movement, the Spiritual Director is responsible for inviting other priests, deacons, and vowed religious to assist with doctrinal talks at the School of Leaders, the spiritual sessions during the Cursillo weekends, and the Spiritual Director's roll during the Ultreyas. The Spiritual Director 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.

2 The **Lay Director**, in consultation with the Spiritual Director, will convene, preside at, prepare and direct agendas for all meetings of the Secretariat. The Lay Director will do everything possible to promote a spirit of unity, not only among the members of the Secretariat, but in the School of Leaders and throughout the whole diocesan Cursillo movement.

3 The **Assistant Lay Director/School of Leaders** Chairperson will convene, preside at, prepare and direct all activities relating to the School of Leaders, including items specified in these By-Laws. Upon the recommendations of the Secretariat, the Chairperson of the School will determine the doctrinal and technical presentations and presenters for the School. The Chairperson of the School will ensure that all the essential elements of the School are maintained for continual growth of the membership.

4 The **Precursillo** Chairperson ensures that the movement maintains its focus on the various environments within the diocese. Continual efforts must be exerted in order to identify key environments and the influential people within those environments. The chairperson further ensures that proper procedures are in place to make a smooth transition from the Precursillo to the Postcursillo.

5 The **3-Day Cursillo** Chairperson ensures that every element of the Cursillo weekend is directed to properly educating the candidates who attend the weekends. This includes such things as: 1) team selection, 2) team preparation, 3) proper nourishment and rest for all candidates and team members, and 4) necessary supplies.

6 The **Postcursillo** Chairperson will ensure that every Cursillista within the diocese has the opportunity to grow in their Fourth Day. This is accomplished by insuring a link between the School of Leaders and all the Group Reunions within the diocese. Furthermore, the Chairperson ensures that an adequate number of Ultreyas including Return Ultreyas are in existence within the diocese. The Chairperson, in conjunction with the Secretariat as a whole, will also ensure a 1-Day Retreat is scheduled on an annual basis.

7 The **Treasurer** shall handle the financial matters of the Cursillo movement. The Treasurer will do whatever is necessary to ensure that the movement is financially sound at all times and that local, regional, and national financial obligations are met. The treasurer will see that required books, publications and other supplies, which are needed by the movement, are always available.

8 The **Secretary** will keep minutes of all meetings and see to it that they are distributed promptly to all whom should receive them and assume responsibility for all mailings sent out by the Secretariat. The Secretary will also ensure an abridged version of the minutes is provided to the School of Leaders Chairperson to be presented to the School. The Secretary will provide copies of the minutes to the Bishop to keep him informed of the actions of the English Cursillo movement.

9 The **Palanca Chairperson** is responsible for sending out palanca requests for Cursillo weekends, and for responding to palanca requests from other dioceses. The Chairperson will help to maintain the appropriate focus on the purpose of palanca in the movement.

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10 The **Editor of the Pass-It-On** is responsible for coordinating the preparation of the Cursillo newsletter. The editor will organize submitted articles, compose the newsletters, and then distribute the newsletter to all Cursillista on the master mail list. There will be a minimum of four (4) newsletters published per year.

11 The **Internet Communication Coordinator** will send out, through the internet, announcements and communications from the Secretariat, as well as prayer requests and praise reports from the Cursillo community. The Internet Communication Coordinator is also responsible for assembling a committee to assist with the maintenance and updates of the English Cursillo data base that is used for mailings and the maintenance of the English Cursillo website: www.ftworthcursillo.org

C) **Additional Duties, as Needed** – Secretariat positions may be asked, by the Secretariat, to perform limited duties beyond the above definitions of duties.

D) **End Of Term Assistance To Newly Elected** – end of term Secretariat members in each position shall assist the newly elected to learn their position responsibilities.

E) **Additional Help, as Needed** - Secretariat positions may appoint individuals or committees, and are encouraged to do so, to assist them in their area of responsibility by overseeing specific tasks. These individuals or leaders of these various committees, report directly to the Secretariat position they serve. These individuals or committees are not members of the Secretariat and do not vote as such. The chairpersons may perform other duties as requested by the Secretariat. Any additional help shall not be a voting member of the Secretariat.

ARTICLE V – Secretariat Members’ Terms

Only members of the School of Leaders shall be eligible to serve on the Secretariat. members of the Secretariat shall be nominated and elected by the School of Leaders, except for the appointed positions of Spiritual Director, Pass-It-On Editor, & and Internet Communications Coordinator positions. The Lay Director term shall be three (3) years. All other Secretariat member terms shall be for two (2) year terms. The Secretary, and the chairpersons of the Precursillo and Postcursillo will be elected in odd-numbered years and the Assistant Lay Director/School of Leaders Coordinator, 3-Day Cursillo Coordinator and Palanca Coordinator as well as the Treasurer will be elected in the even-numbered years. The Spiritual Director is appointed by the Bishop. Positions of Editor of the Pass-It-On and Internet Communication Coordinator will be appointed by the Secretariat, by a two-thirds majority vote of the Secretariat members. The persons will serve in these positions as long as they are willing to serve, and the Secretariat continues to be satisfied with the work being done.

ARTICLE VI – 1 Year Waiting Period Between Terms on the Secretariat

Upon completion of each Secretariat member’s term, there will be a one (1) year waiting period prior to accepting another position on the Secretariat. The Lay Director may be elected for two (2) consecutive terms; however, at the end of a second term of service, the Lay Director will also be required to accept the one (1) year waiting period before accepting another position on the Secretariat.

ARTICLE VII – Secretariat Ad Hoc Committees and Pro-Tem Positions

Secretariat ad hoc committees and pro-tem positions, for a specified, limited purpose, may be appointed, on a limited, as needed basis, following a two-thirds majority vote of the Secretariat members.

ARTICLE VIII – Group Reunion of the Secretariat

Since the Secretariat is itself a Group Reunion, there should be sharing of piety, study, and action.

ARTICLE IX – Liaison with National and Regional Cursillo Secretariats

Liaison shall be established and maintained with the National and Regional Secretariats, which shall be supported by the Fort Worth Cursillo movement, both spiritually (prayer/palanca) and materially by way of financial contributions to the degree required.

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ARTICLE X – Definition of School of Leaders

The School of Leaders leader being defined as an individual who considers himself / herself to be an active Cursillista (evidenced by regular attendance at School of Leaders, Group Reunions & Ultreyas), is the cornerstone of the Cursillo movement. As the complement and extension of the Secretariat, the School will be its instrument for the realization of its work. The School will supply the Secretariat with leaders, prepared technically and spiritually, to be the ferment of the Cursillo movement in the diocese. These leaders are responsible for vitalizing the Group Reunions and the Ultreyas, as the specific means of perseverance in the post Cursillo, as well as laying the ground work in the pre-Cursillo

ARTICLE XI – Secretariat and School Of Leaders Meeting Schedule

The School of Leaders will meet twice per month on the first Tuesday and the third Wednesday at the Cursillo Center from 7:30 pm to 9:00 pm. The Secretariat will meet once per month, on the fourth Tuesday at 7:00 pm at the Cursillo center. Anyone is welcome to visit the Secretariat meetings, but as observers only, unless a person is on the meeting's agenda.

ARTICLE XII –Election for Secretariat and Weekend Coordinators

A)**Secretariat Positions and Fall Weekend Coordinators:** each spring, nominations for the election of Secretariat positions and fall weekend coordinators will be accepted in April. Elections will occur at the May Schools of Leaders meeting by a simple majority vote. Installation of the elected Secretariat members will occur at the June Schools of Leaders meeting.

B)**Spring Weekend Coordinators:** each fall, nominations for the election of spring weekend coordinators will be accepted in November. Election will occur at the December Schools of Leaders meeting by a simple majority vote.

C)Election Qualifications and Procedures:

- 1 The criteria for Secretariat positions shall be attending School of Leaders, Ultreyas and regular Group Reunions.
- 2 The criteria for weekend coordinator shall include, in addition to attending School of Leaders, Ultreyas and regular Group Reunions, having served on a minimum of 3 teams, having given at least 2 rollos / talks on the weekends served,
- 3 Voting for Secretariat positions and weekend coordinators shall take place in person at School of Leaders meeting or by e-mail or phone call to chairperson of the School of Leaders prior to the School of Leaders meeting election.
- 4 All nominees for Secretariat positions or weekend coordinator shall have agreed to be nominated prior to their nomination.
- 5 All nominees shall have completed the '**Nominee's Questionnaire**' attached as Exhibit "A" to these By-Laws. The completed questionnaires are to be posted on the community e-mail and distributed at School of Leaders' election meetings.

ARTICLE XIII – Minimum Requirements to Proceed With Scheduled 3-Day Weekend

The following are the minimum requirements to proceed with a scheduled 3-day weekend:

A)**Minimum of 12 Completed Applications Deadline:** A 3-day weekend will not be held unless a minimum of 12 completed candidate applications (signed by candidate, sponsor & priest or deacon) are received and confirmed by the Precursillo coordinator, four Thursdays before the scheduled start of the Weekend. Copies of the applications are to be given, at that time, to the Spiritual Director and the Rector/a for the weekend, and copies of all subsequent applications received, are to be given immediately to the Spiritual Director and the Rector/a for the weekend.

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B) Additional Completed Applications Deadline: all candidate applications beyond the 12 minimum must be turned in to the Precursillo Coordinator no later than the Monday before the scheduled start of the weekend. No candidates will be accepted for that scheduled weekend after that point, but will be put on the waiting list for the next scheduled weekend.

ARTICLE XIV – Fort Worth Cursillo Website, E-Mail and E-Bulletin Board Policy:

The Fort Worth Cursillo community maintains a website (“www.ftworthcursillo.org”). A bulletin board is linked to the site. As an organization we also send e-mail to those who have completed a Cursillo or have requested to be on our e-mail list. The purpose of this policy is to ensure that our communications reflect the values of the Fort Worth Cursillo community.

A) Website: the website is a reflection of the diocese of Fort Worth Cursillo community, and as such, all pages must be directly related to the Fort Worth Cursillo. On the website, the only items that are not specific to the Fort Worth Cursillo are links to other sites. These are normally on the “links” page. Authorized links include the Diocese of Fort Worth, the National Cursillo, or other movements and organizations to which we do or would send or receive palanca. Any other links must be approved in advance by the Secretariat or School of Leaders.

B) Email Bulletin (E-Bulletin) And Bulletin Board: Emails to the Fort Worth Cursillo community are used to communicate announcements and prayer requests to our community. The bulletin board, accessed via the website, is used in the same manner. Standards are as follows:

- 1 **Prayer Requests:** prayer requests to the Fort Worth Cursillo community may be accepted and published via email and on our bulletin board at the discretion of the communications coordinator.
- 2 **Length and Grammar:** prayer requests should be 150 words or less and may be edited for length, grammar, and spelling.
- 3 **No Contact Information on Website:** prayer requests for website bulletin board will not be published with email IDs, phone numbers, or any method of contacting the requester. Requests soliciting a response to the requester will not be allowed.
- 4 **Announcements:** announcements to the Fort Worth Cursillo community may be accepted and published via email and on our bulletin board at the discretion of the communications coordinator.
- 5 **Length and Grammar:** announcements should be 150 words or less and may be edited for length, grammar, and spelling.
- 6 **Announcement sources:** announcements will only be accepted and published if they are from the Diocese of Fort Worth, the National Cursillo, or other movements and organizations to which we do or would send or receive palanca.

END OF BY-LAWS

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QUESTIONNAIRE FOR NOMINEES [FT.WORTH CURSILLO ENGLISH BY-LAWS, ART.XII.C]

Position nominated for:	Name:
Parish:	When did you make your Cursillo weekend?
Have you served on the Secretariat before?	If yes, what position did you hold?
Have you been weekend coordinator before?	How many weekends have you served on?
How many times coordinator?	Active in a Group Reunion?
Attend Ultreyas?	Regularly attend School of Leaders?
Besides Cursillo ministry, what other Christian ministry work are you involved in?	If elected, will you abide by National Cursillo requirements and ft Worth Cursillo English Secretariat requirements and By-Laws?
Why do you want to serve the Cursillo community in this position?	
What do you hope to bring to fulfilling the requirements of this position?	

PER BY-LAWS:

- The **RECTOR/A** shall attend School of Leaders, Ultreyas and regular Group Reunions, and have served on a minimum of 3 teams, given at least 2 Rollos on the weekends served.
- The **Lay Director**, in consultation with the Spiritual Director, will convoke, preside at, prepare and direct agendas for all meetings of the Secretariat, doing everything possible to promote a spirit of unity, not only among the members of the Secretariat, but in the School of Leaders and throughout the whole diocesan Cursillo movement.

EXHIBIT A

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- The **Assistant Lay Director/School of Leaders Chairperson** will convoke, preside at, prepare and direct all activities relating to the School of Leaders. Upon the recommendations of the Secretariat, the School of Leaders Chairperson will determine the doctrinal and technical presentations and presenters for the School. The School of Leaders Chairperson will ensure that all the essential elements of the School are maintained for continual growth of the membership and that the schedule outlined in the By-Laws is followed.
- The **Pre-Cursillo Chairperson** ensures that the movement maintains its focus on the various environments within the diocese. Continual efforts must be exerted in order to identify key environments and the influential people within those environments. The Chairperson further ensures that proper procedures are in place to make a smooth transition from the Precursillo to the Postcursillo.
- The **3-Day Cursillo Chairperson** ensures that every element of the Cursillo weekend is directed to properly educating the candidates who attend the weekends. This includes such things as: 1) team selection 2) team preparation, 3) proper nourishment and rest for all candidates and team members, and 4) necessary supplies.
- The **Post-Cursillo Chairperson** will ensure that every Cursillista within the diocese has the opportunity to grow in their Fourth Day. This is accomplished by insuring a link between the School of Leaders and all the Group Reunions within the diocese. Furthermore, the Chairperson ensures that an adequate number of Ultreyas are in existence within the diocese. The Chairperson is responsible for determining and scheduling necessary diocesan regional and national workshops.
- The **Treasurer** shall handle the financial matters of the Cursillo movement. The treasurer will do whatever is necessary to ensure that the movement is financially sound at all times and that local, regional, and national financial obligations are met. The treasurer will see that required books, publications and other supplies, which are needed by the movement, are always available.
- The **Secretary** will keep minutes of all meetings and see to it that they are distributed promptly to all whom should receive them.
- The **Palanca Chairperson** is responsible for sending out palanca requests for Cursillo weekends, and for responding to palanca requests from other dioceses. The Chairperson will help to maintain the appropriate focus on the purpose of palanca in the movement.