

**2024-2025 CONSTITUTION AND BY-LAWS
FOR THE
DIOCESE OF MANCHESTER, NH SECRETARIAT OF
CURSILLOS IN CHRISTIANITY**

PREAMBLE

The Cursillo Movement exists for Jesus Christ. It is one of the many apostolates within the Roman Catholic Church.

Unity of purpose is essential if there is to be a courageous and total service of Jesus Christ through the Cursillo Movement. Individualism halts the advance of the Movement, and in fact, disintegrates it. The Secretariat unifies the Movement on all levels and indicates the path to be followed in essential matters of practical details as indicated in the official literature. However, in all questions of importance it listens to the leaders before deciding what should or should not be done.

The members of The School of Leaders will be in constant dialogue with the Secretariat. The members of the Secretariat, for their part, should recall that the Lord, through their Bishop, has given them a most serious responsibility for the implementation of the authentic Cursillo Movement in the Diocese of Manchester. Conscious of each one's talents, it should coordinate individual contributions into a total effort in support of the Movement in all its phases: Pre-Cursillo, 3-Day Cursillo, and Post-Cursillo. Making decisions is a formidable charge for the Secretariat. All Cursillistas must support it by prayer and Palanca. In guiding the Movement, the Secretariat must be watchful not to create subservience, but to build up the whole Body of Christ.

The Secretariat must determine the potential of the entire Diocesan Movement so that each person may be led to discover his/her individual potential and contribute to the building up of the Kingdom of God. This it should do in love. The Cursillistas who serve the Movement in the Secretariat and Schools of Leaders can best be described as keepers of the flame of the vision of the Founder, Eduardo Bonnín Aguiló, keeping it burning brightly as a beacon for all those whose paths are illuminated by its light. The Secretariat exists to simplify, facilitate and make possible the living of everything that is fundamentally Christian and to be the guardians of the purity of the Method, divinely inspired and written by our Founder. As such, the members of the Diocese of Manchester, NH Secretariat are the servants of the servants; their role is to be one of simple service to the Movement.

In this sense, the Secretariat cannot be thought of except as a Group Reunion whose Apostolic Plan is the promotion of the Cursillo Movement itself, programmed and carried out with the idea of the greatest service to all.

Just as on the 3-Day Cursillo, priests, deacons, and professed religious bear the responsibility for spiritual guidance, and laymen regulate its overall functioning, so clergy and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole.

CONSTITUTION

ARTICLE I – NAME

1. The name of this Movement shall be THE DIOCESE OF MANCHESTER, NH SECRETARIAT OF THE CURSILLOS IN CHRISTIANITY. In the Diocese of Manchester there shall be only one Secretariat of Cursillos in Christianity, which will be a functional and autonomous movement under the immediate direction of the Bishop and dependent upon him. When other cultural elements are present in the diocesan Movement, adjustments need to be made in the By-Laws for adequate representation and for helping meet bilingual and bicultural needs.

ARTICLE II – PURPOSE

1. As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Diocese of Manchester within the pastoral plan of the Bishop.
2. It shall be the permanent policy of this Secretariat to maintain its affiliation in good standing with the United States Regional and National Secretariats of the Cursillo Movement.

ARTICLE III - MEMBERSHIP AND OFFICERS

1. The Secretariat shall be composed of lay people and a priest (or deacon or religious) advisor.
2. Membership shall be limited to persons who have completed the Three-Day Cursillo and are living in the Post-Cursillo.
3. Members shall be elected by the Secretariat itself with the concurrence of the Bishop for the stated term of office.
4. Membership shall be as follows:
 - a. Diocesan Coordinator
 - b. Assistant Diocesan Coordinator
 - c. Treasurer
 - d. Secretary
 - e. Pre-Cursillo Coordinator
 - f. Three-Day Weekend Cursillo Coordinator
 - g. Post-Cursillo Coordinator
 - h. School of Leaders Coordinator
 - i. Spiritual Advisor
 - j. Palanca Coordinator
 - k. Technology Coordinator
5. Term of office shall be three (3) years commencing with the first meeting of January

6. Should a vacancy occur in any office of the Secretariat, the Diocesan Coordinator, in consultation with the Spiritual Advisor, is empowered to fill the un-expired term by appointment. Should the office of Diocesan Coordinator be vacated, the Secretariat shall fill the un-expired term by appointment.

ARTICLE IV – MEETINGS

1. There shall be regularly scheduled monthly meetings of the Secretariat, with the date at the discretion of the Secretariat. Special meetings may be called with no less than three (3) days notice to the members of the Secretariat.

ARTICLE V – ELECTIONS

1. Officers shall be elected at the November meeting and take office at the first meeting of January.
2. A nominating committee of three will be appointed each year by the Diocesan Coordinator, in consultation with the Spiritual Advisor, consisting of one member of the Secretariat, one active member of The School of Leaders and the Past Diocesan Coordinator serving as chairperson and the third member.
3. The nominating committee will be appointed at the August meeting. The committee chairperson will submit at least one name for each position to be filled that year at the November meeting. The names of all nominees for office will be submitted to the Spiritual Advisor prior to the November meeting.
4. An Assistant Diocesan Coordinator will be nominated and elected one year prior to the expiration of the Diocesan Coordinator's term.
5. Nominations may be made by any member at the time of the election. The nomination will consist merely of placing the name in nomination. The member must obtain the nominee's consent and submit the name to the Spiritual Advisor prior to the election.

ARTICLE VI – AMENDMENTS

1. The Constitution and By-Laws may be amended at any regular or called meeting of the Secretariat by a two-thirds (2/3) majority vote of the entire voting membership and with the approval of the Bishop.
2. Proposed Amendments may be submitted by any member of the Secretariat, in writing, no less than thirty (30) days prior to the meeting at which they will be discussed and voted upon. The secretary will mail a copy of the proposed amendment to each member of the Secretariat at least ten (10) days prior to such meeting.

BY-LAWS

ARTICLE I – OBJECTIVES

1. The School of Leaders is the cornerstone of the Cursillo Movement, 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 teams of leaders technically and

- spiritually prepared that they may be the ferment of the Cursillo Movement in the Diocese, since it is on the leaders that the responsibility rests for vitalizing the Group Reunions and the Ultreyas, the specific means of perseverance in the Post-Cursillo.
2. It is intended that, in the future, only members of the School of Leaders shall be eligible for appointment to the Secretariat.
 3. The Secretariat shall implement the Cursillo Movement in the Diocese of Manchester according to that which is essential and fundamental as outlined in the official literature of the Movement.

ARTICLE II - DUTIES OF MEMBERS

1. ***DIOCESAN COORDINATOR:*** The Diocesan Coordinator, in consultation with the Spiritual Advisor, shall convoke, preside, direct and prepare agendas for all meetings of the Secretariat. He/she shall 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. He/she shall see to it that each fellow member of the Secretariat fulfills his/her assigned duties. He/she shall present an annual report and interim reports, as necessary, to the Bishop in the name of the Secretariat, as well as the Regional and National Secretariats. The Diocesan Coordinator shall serve for three (3) years and, for a serious reason, may be reelected for another term of office. He/she may not serve more than two (2) consecutive terms.
2. ***TREASURER:*** The Treasurer shall handle the financial matters of the Cursillo Movement. He/she shall 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 shall attend all Cursillo weekend openings to collect any donations due for the weekend and ensure that contact lists of weekend participants is accurate for records keeping. If the Treasurer is unable to attend the openings, another Secretariat member will be asked to attend. A periodic internal audit is encouraged to ensure the financial soundness of the Movement is in place. He/she shall see to it that required books, publications and other supplies which are needed by the Movement are available. A Financial Responsibility Policy will also be created and adopted by the Secretariat. The term of office shall be three (3) years and he/she may serve for one successive term
3. ***SECRETARY:*** The Secretary shall keep the minutes of all meetings and see to it that they are distributed promptly to all who should receive them. He/she shall coordinate with the Technology Coordinator to ensure mailing lists are up-to-date and assist with all mailings sent out by the Secretariat. He/she shall perform other duties usually connected with this office. The term of office shall be three (3) years and he/she may serve for one successive term.
4. ***PRE-CURSILLO:*** The Pre-Cursillo Coordinator assists all leaders in implementing the Pre-Cursillo phase of the Movement according to the official literature. He/she is responsible for reviewing all weekend applications for completeness of information required, including signatures. Prior to the weekend, he/she will collect applications and checks daily and send checks to the treasurer for deposit. He/she will contact the sponsor and applicant to review the information, check for any special dietary or other needs, and answer/ask any relevant questions to insure understanding of both sponsor and applicants

for the weekend. A welcome letter and booklets on *What is Cursillo?* and Sponsor Booklet should be sent to the sponsor and applicant after review of the application. The Pre-Cursillo Coordinator will also coordinate with the Rector/Rectora by creating a database spreadsheet and updating, as needed, and notifying the Rector/Rectora of any special needs of candidate (Also annotate it on the spreadsheet). Applications are to be destroyed at the end of the weekend, but the final database should be sent to the Technology Coordinator for the upkeep of the main database for NH Cursillo.. The term of office shall be three (3) years and he/she may serve one successive term.

5. **THREE-DAY WEEKEND:** The Three-Day Weekend Coordinator shall help all leaders to carry out all that is required on the Three-Day Cursillo Weekend, according to the official literature, and assemble the 4th day packets for the Sunday Closing. The Coordinator will assemble the Rector(a) Weekend Kit with all pertinent materials. He/she will assist with kitchen coordination, if needed. At the end of each weekend, the Coordinator shall make sure that the Weekend Rector(a) Kit is returned with all relevant materials, reassemble it for the next weekend and give it to the Diocesan Coordinator for re-distribution. The term of office shall be three (3) years and he/she may serve one successive term.
6. **POST-CURSILLO:** The Post-Cursillo Coordinator shall for the benefit of all Cursillistas promote the essential means of perseverance (Group Reunion and Ultreya) and establish fundamental standards for managing the same according to official literature; working with the Secretary and Tech Coordinator, publish or distribute pertinent material for the information and orientation of the Cursillistas; gather the necessary statistical data to supply for the Secretariat opportune information concerning the progress of the Movement in the Diocese with particular reference to the environments to be evangelized. The term of office shall be three (3) years and he/she may serve one successive term.
7. **SCHOOL OF LEADERS:** The School of Leaders Coordinator shall be directly responsible for the development, formation, quality and continuation of the School of Leaders in accordance with official literature of the Movement. The Coordinator shall plan, with the assistance of the Secretariat, all gatherings and secure a meeting place for each gathering. The term of office shall be three (3) years and he/she may serve one successive term.
8. **ASSISTANT DIOCESAN COORDINATOR:** The Assistant Diocesan Coordinator shall be in office for one (1) year prior to assuming the office of Diocesan Coordinator. During that one-year period, it is the responsibility of the Assistant Diocesan Coordinator to learn all he/she can about the operation of the Secretariat in order to affect a smooth transition to the office of Diocesan Coordinator. In addition, he/she shall assist other members in areas of temporary need.
9. **SPIRITUAL ADVISOR:** The Spiritual Advisor shall be appointed by the Bishop. This can be a priest, deacon, or professed religious sister. In addition to the general responsibility for the whole Cursillo Movement which he/she shares with the other members of the Secretariat, it shall be his/her specific responsibility to provide for the apostolic formation of the leaders, to advise the Movement in spiritual matters and to secure the service of priests, deacons, and/or religious to work in the various phases of the Movement in their capacity as Spiritual Advisors. He/she shall also procure a Spiritual Director for Three Day Cursillo Weekends.

10. **TECHNOLOGY COORDINATOR:** The Technology Coordinator shall maintain the Official NH Cursillo web presence on the World Wide Web, maintain the Cursillo News email list, the private Secretariat email list, and any other email lists as deemed necessary by the Secretariat. The web shall include such items as the kitchen sign-up calendar (if needed), the Cursillo event calendar and timely posting of the weekend candidate lists. The Technology Coordinator also maintains the Cursillo Database of Weekends.
11. **PALANCA COORDINATOR:** The Palanca Coordinator shall solicit, collect and forward prayer and Palanca offerings for each NH Cursillo weekend held in NH, from individuals and groups from all over the US, Canada and the world. In addition, the Palanca coordinator will also send out Palanca prayer intentions to weekends held all over the US, Canada and the rest of the world. He/she will also provide a list to the NH Cursillo mailing list to notify members of Cursillo weekends each week/month to solicit Palanca.

ARTICLE III – AFFILIATION

1. Liaison shall be established and maintained with the National and Regional Secretariats which bodies shall be supported by the Diocese of Manchester, NH Cursillo Movement, both spiritually, by way of prayer and Palanca, and materially, by way of financial contributions to the degree required.
2. The Diocesan Coordinator or a representative from the Secretariat shall attend the quarterly Region One Secretariat meetings. Because of the cost required to attend these meetings, the Secretariat shall provide financial assistance in the form of registration and hotel fees and an approved mileage cost.
3. In addition, the Diocesan Coordinator and Spiritual Advisor or designated alternates may attend the annual National Encounters of the Cursillo Movement. Because of the cost required to attend these national events, the Secretariat shall provide financial assistance to these two delegates in the form of airline fare, hotel and registration fees.

ARTICLE IV – MEETINGS

1. Agenda items for any scheduled meeting should be submitted to the Diocesan Coordinator fifteen (15) days prior to the meeting date for inclusion in the agenda.
2. A simple majority of the voting members present shall carry any motion except for amendments to the Constitution or By-laws, which shall require a two-thirds (2/3) majority vote of the entire voting membership.
3. Meetings shall be scheduled for two (2) hours and can be extended by a simple majority vote of the members present.
4. Since the Secretariat is itself a Group Reunion, there may be a sharing of piety, study, action and moment closest to Christ on the part of each member at every Secretariat Meeting.
5. All meetings of the Secretariat shall be open to any Cursillistas.
6. Robert's Revised Rules of Order shall be deemed applicable to all deliberations of the Secretariat.

ARTICLE V – ATTENDANCE

1. Every member is expected to attend every meeting of the Secretariat. Members are obligated to attend at least fifty percent (50%) of the meetings in any one year period computed from January 1 through December 30 of each year. Any member who cannot fulfill such attendance requirement, unless specifically determined otherwise by the Secretariat, shall be asked to resign from the Secretariat by the Diocesan Coordinator.

All members are encouraged to have read and be familiar with the following literature:

LEADERS MANUAL
FUNDAMENTAL IDEAS OF CURSILLO
INDIVIDUAL SPECIFIC LITERATURE
LOWER YOUR NETS
PILGRIMS GUIDE

STRUCTURE OF IDEAS
MY SPIRITUAL TESTAMENT
RECTORS GUIDE
SPIRITUAL ADVISOR'S GUIDE
NH CURSILLO RECTORS GUIDE

ATTEST:

Claudette Dachowski 10/30/24 Bobby-Jo Lafreniere 10/30/24
Claudette Dachowski Bobby-Jo Lafreniere

DIOCESAN
COORDINATOR

DATE

SECRETARY

DATE