

## Qu'Appelle Secretariat Brief Job Descriptions

November 2010

**Lay Director: Appointed by Bishop** Responsible for chairing Diocese of Qu'Appelle Secretariat meetings. Responsible for upholding a spirit of unity and promoting the movement throughout the Diocese. Responsible for guarding the authenticity of the movement, and ensuring that the activities of the Cursillo Movement are aligned with the Bishop's pastoral plan. Liaise with CACS as well as the Diocesan Bishop regularly to report status. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Sent thank you letters to clergy members who have worked on the recent weekends. Attend the triennial meetings as a representative of the Anglican Diocese of Qu'Appelle Cursillo Movement. Coordinate and identify the venue and schedule for the Secretariat meetings. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM. Chair the AGM.

**Spiritual Director: Appointed by Bishop** Responsible for advising the Movement on spiritual and pastoral matters ensuring that the direction of the movement is in keeping with the Bishop's pastoral plan. Promote Cursillo among the clergy. Chair meetings and act on behalf of Lay Director when LD is absent. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Pre-Cursillo Committee Chair:** Responsible for processing the participant applications and the associated sponsor forms via the various methods including on-line, manual mail-in, phone etc. Provide updated participant/sponsor lists to the weekend lay directors for their planning and to the Communication Chair for promulgation to the web site. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Send welcome letters to the participants/sponsors with information related to attending the weekends. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Three-Day Committee Chair:** Responsible for all aspects of the Three-Day Weekend. Prepare a list of potential future weekend lay directors based on a scoring and prayerful assessment, usually to cover requirements a year in advance. In collaboration with the Communication Chair, maintain a current up-to-date list of active Cursillistas to support team selection activities by the weekend lay directors. Maintain the supplies to ensure storage and replenishment. Conduct detailed briefing and debriefing of in-coming and out-going lay directors. Plan and manage the commissioning service. Chair regular independent meetings as a sub-team for planning. Review all aspects of the Three-Day Weekend to ensure the Cursillo method is being followed. Update manuals, guides and related documentation as required. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Fourth-Day Committee Chair:** Responsible for promoting and planning all aspects of the regional Ultreyas and encourage/report on other Diocesan Ultreyas. Maintain a list of Ultreya attendees and provide to the Three-Day team and Communications Chair. Choose

witness speakers and music teams for the Ultreyas. Lead and provide duty rosters for an active sub-team membership to cover greeting at the door and snack preparation during the Ultreyas. Lead the Ultreya services. Coordinate and identify the venue for the Ultreyas. Liaise with the Communication Chair to ensure Ultreya current activities are reported to the community. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Servant Community Chair:** Responsible for developing and planning Continuing Education events; providing opportunities and training for Cursillistas to gain a broader understanding of Cursillo in keeping with the guidelines of the Movement. Plan and manage a Cursillo Information night including venue, music, snacks, greeters, content, schedule etc. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Communications Committee Chair:** Responsible for the coordination (in collaboration with the web master) of information and functionality of the Cursillo website. Gather material and publish the Fourth-Day Newsletter featuring coming events and other communications. Promote and raise the profile of Cursillo through the Saskatchewan Anglican Newspaper. Maintain a current list of active Cursillistas and provide frequent communications as necessary to the Cursillo community via email, Face Book and other streams for prayer requests, events and status reports. With support from other Secretariat members, identify and liaise with all Parish Representatives to encourage sponsorship and ensure there is a Cursillo link at the parish level. Set up the on-line prayer vigils for weekends. Provide bi-annual report for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide a report to the Secretariat Secretary for the AGM.

**Treasurer:** Responsible for all financial transactions, maintenance of financial records and preparation of financial statements relating to the Cursillo Movement in the Qu'Appelle Diocese. Promote and encourage donations and financial support for the operation of the Qu'Appelle Cursillo Movement. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at the monthly Secretariat meetings. Provide a report to the Secretary for the AGM and present financial status at the AGM.

**Secretary:** Attend Secretariat meetings and record the minutes. Ensure all correct procedures are followed. Issue minutes to all Secretariat members with copy to the Diocese of Qu'Appelle Bishop. Assist the Lay Director with the AGM planning and coordination including preparation of past minutes and taking of current minutes and gathering of reports from the various Secretariat chairs. Provide bi-annual report to Communication Chair for the Fourth-Day Flyer Newsletter. Represent and report on these activities at monthly Secretariat meetings. Provide Secretary Report for the AGM.

**Past Lay Director:** provides continuity and advice