

# Calendar of Monthly Secretariat Tasks

Meetings – Monthly

Newsletter – Bi Monthly

## January

- Select First Assistant Rector for Fall weekends. (This person will be the Rector-in-training for the following year.)
- Give a list of possible Assistant Rectors to this year's Rector for consideration.
- Select Spiritual Directors for Fall weekends.
- Lay Director gives Rectors Rector Guidelines, Palanca Rector Guidelines, Lay talk outlines, team handouts, Spiritual Guidelines.
- Secretariat Spiritual Director gives weekend Spiritual Directors Spiritual Director Guidelines, Rector Guidelines and Pastor talk outlines.
- Treasurer does annual report and comparison report.
- Tell Rectors the amount of money budgeted for team expenses.
- Appoint audit committee.
- Write Contact Persons for suggestions for team members.

## February

- Give a list of compiled possible team members from secretariat and contact persons to Rectors.
- Rectors begin team building – Commissioning Service for Rectors, First Assistant Rectors, and Palanca Rectors.
- Audit committee Reports.
- Treasurer give check to Rectors. Conference Room Rectors will get \$200 and give \$100 to Palanca Rectors.

## March

- Rectors continue team building.

## April

- Fall teams should be completed and reported to Secretariat.

## May

- Rectors arrange schedule for team meetings.
- Rectors book churches for team meetings.

## June

- Up-date from registrar (Ask registrar to send lay director number on a postcard 1 week before each Secretariat meeting.)
- Rectors review team meeting schedule with Secretariat.
- Decide on level of contribution for team and Palanca.
- Rectors send out first team letter and send a copy to Lay Director.

## July

- Update from Registrar.
- Check supply of handouts for team meetings.

### August

- Update from Registrar.
- Send letter to Contact Persons concerning candidate recruitment.

### September

- Update from Registrar.
- Book table arranged by Secretariat Spiritual Director from an approved list with suggestions from team.
- Treasurer has labels with address made for envelopes that will be included in 4<sup>th</sup> day packet and year-end letter.
- Set dates for weekends for next year – Treasurer sends a deposit once dates are confirmed.
- Secretariat Spiritual Director has guidelines for candidate selection.
- Send letter to contact persons with candidate applications.

### October

- Update from Registrar.
- Appoint nominating committee for Secretariat membership expiring terms.
- Treasurer gives contribution envelopes to Rectors for distribution at last team meeting and Palanca team meeting. Give 100 to supply person for 4<sup>th</sup> day envelopes.
- Invite next year's Rectors to November meeting. They are ex-officio members.

### November

- Review weekends
- Election of Secretariat members.
- Election of officers of Secretariat
  - Lay Director is a 3-year term
  - Secretary is a 1-year term
  - Treasurer is a 3-year term
  - Spiritual Director is a 3-year term
  - All other positions are appointed by Lay Director year end contribution letter.
- Treasurer write thank-you to 4<sup>th</sup> day churches and team meeting churches including a financial gift.
- Begin process of selecting First Assistant Rectors
- File weekend picture and roster in Cursillo office

### December

- No Meeting