

Reformed Church in America – Central Iowa Cursillo Secretariat

Guidelines for Secretariat

1. Secretariat members need to be familiar with the Cursillo method, have experience in team preparation, experience in Ultreya, and regularly attend Secretariat meetings.
2. Meetings are to be held as often as necessary to guide the Cursillo movement in Central Iowa and to plan the Cursillo weekends. To maintain a feeling of closeness within the group, meetings shall be held at least quarterly.
3. The Secretariat shall elect Lay Leadership Directors to serve for three years with the term to begin in January. The **Lay Leadership Directors** shall not be eligible to serve consecutive terms. Nominations should be submitted in September and elections shall be held in the months of October or November preceding the expiration of the term. The Lay Leadership Directors shall not be expected to serve on teams during their term of office due to their position.
4. The Secretariat shall elect a Spiritual Director to serve for three years with the term to begin in January. The **Spiritual Director** is eligible for reelection to consecutive terms, not to exceed two terms. Nominations should be submitted in September and elections shall be held in the months of October or November preceding the expiration of the term. The Spiritual Director shall not be expected to serve on teams during their term of office due to their position.
5. The Secretariat oversees the financial management of the Central Iowa Cursillo and elects a **Treasurer** to serve for a three year term. This position is eligible for reelection to consecutive terms, not to exceed two terms. Nominations should be submitted in September and elections shall be held in the months of October or November preceding the expiration of the term. The Treasurer shall, by his/her position, become a member of the Secretariat for the duration of his office.
6. The Secretariat shall elect a **Secretary** to serve for three years with the term to begin in January. This position is eligible for reelection to consecutive terms, not to exceed two terms. Nominations should be submitted in September and elections shall be held in the months of October or November preceding the expiration of the term. The Treasurer shall, by his/her position, become a member of the Secretariat for the duration of his office.
7. The Secretariat shall select the dates and location for the Cursillo weekends.
8. The Secretariat shall choose the Rectors, First Assistant Rectors, and Spiritual Directors for the weekends.
9. The Secretariat shall provide counsel for choosing the Palanca Spiritual Director, the Palanca Rector, and the Assistant Rectors.
10. The Secretariat shall approve the teams for each weekend.
11. The Secretariat shall establish and review guidelines and policies for the Central Iowa RCA Cursillo.
12. The Secretariat shall determine its own composition regarding membership, term of office, geographic representations, etc.
13. The Secretariat shall maintain communication with the Cursillistas through the RCA Cursillo Newsletter (RCA – ROOSTER CROWS AGAIN!)
14. The Secretariat shall see that the Lay Leadership Directors carry out their responsibility of selecting (with approval of Secretariat) and overseeing people to serve in the following capabilities:
 - a. Record Keeper – maintains roster of Cursillistas, Team Members, Rollistas, Palanca Team, etc.
 - b. Equipment & Supplies – maintains and supervises all capital equipment and expendable supplies.
 - c. Registrar – registers all applicants for Cursillo weekends and maintains waiting lists, openings, etc.
 - d. Newsletter Editor – responsible for collecting, editing, publishing, and distributing a newsletter to all on the RCA Cursillo Newsletter mailing list.
 - e. Ultreya Coordinator – serves as a resource person and coordinator of Ultreya needs in various geographic areas.
15. The Secretariat shall approve guidelines for candidate selections to RCA Cursillo weekends.
16. The Secretariat shall approve expenditures for capital equipment.
17. The Secretariat shall determine the recommended contribution by weekend candidates, team, and palanca.
18. **MEMBERSHIP** shall be composed of the following:
 - a. The Spiritual Director (and spouse if married)
 - b. The Lay Directors (or Director and spouse if married)
 - c. The Treasurer (and spouse if married)
 - d. The Secretary (and spouse if married)
 - e. Ten to fourteen individuals to be elected by the Secretariat for three year staggered terms. Eligible for reelection for three year term, not to exceed two terms.
19. Nominations should be made and approved in September, to allow time to contact potential new members, with terms effective from January 1 through December 31.
20. Meeting times, dates, and locations to be determined by the membership.

Guidelines for Leadership Positions

Spiritual Director – shall be a member of Secretariat

1. Elected by the Secretariat for three year term and eligible for reelection.
2. Responsible for inclusion of information within the RCA Cursillo Newsletter.
3. Responsible for candidate selection for RCA Cursillo weekends.
4. Responsible for determination of guidelines for candidate selection to be approved by the Secretariat.
5. Responsible for arranging for opening devotions for each Secretariat meeting.
6. Responsible for attending the RCA Cursillo closings in Central Iowa.
7. Approved expenses incurred shall be submitted to the Secretariat for recording and reimbursement.

Lay Leadership Directors – shall be a member of Secretariat

1. Composed of husband and wife or singles. In any event, one male and one female may be desirable.
2. Elected to the Secretariat for a three year, non-consecutive term.
3. One of the Lay Leadership Directors shall by position serve as Chair of each meeting.
4. In the absence of the Lay Leadership Directors, the Spiritual Director will chair the meeting.
5. The Chair shall establish the agenda for meetings and distribute it to the membership along with the prior meeting minutes.
6. Responsible for setting times of meeting of the Secretariat.
7. Responsible for working with those in leadership positions.
8. Responsible for reviewing Secretariat Guidelines.
9. Responsible for contribution to the RCA Cursillo News letter.
10. Responsible for attending the RCA Cursillo closings in Central Iowa.
11. Approved expenses incurred shall be submitted to the Secretariat for recording and reimbursement.

Treasurer – shall be a member of Secretariat

1. Elected by the Secretariat for a three year term and eligible for reelection.
2. Responsible for maintaining financial records for the RCA Central Iowa Cursillo.
3. Responsible for collecting and depositing on timely basis revenue from gifts and Cursillo weekend contributions.
4. Responsible for payment of Cursillo bills for expenditures resulting from prior Secretariat approval.
5. Responsible for providing a detailed treasurers report at each Secretariat meeting.
6. Shall be responsible for providing financial records to an audit committee appointed by Secretariat membership to audit the records prior to and to make a report at the first meeting of the year.
7. Approved expenses incurred shall be submitted to the Secretariat for recording and reimbursement.

Secretary – shall be a member of Secretariat

1. Elected by the Secretariat for a three year term and eligible for reelection.
2. Responsible for taking notes at Secretariat meetings.
3. Responsible for typing and forwarding minutes to Lay Leadership Directors for distribution.
4. Responsible for maintaining central files which keep the original and most current version of Rector Guidelines, Rollista Guidelines, Palanca Guidelines, Secretariat Guidelines, Minutes of meetings, Rooster Crows, and correspondence.
5. Approved expenses incurred shall be submitted to the Secretariat for recording and reimbursement.