

**By-Laws for the
Cursillo Secretariat for the Archdiocese of New York
Adopted 9-10-2024**

Preamble

The Cursillo movement pursues two objectives:

- 1) An immediate purpose: to provide a channel for living what is fundamental for being a Christian and to help build a foundation for loving God and neighbor.
- 2) An ultimate purpose: to become the Good News so our actions turn out to be evangelical in our daily lives.

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 natural and complete service to 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, leaders should be consulted in all matters of importance before deciding what should or should not be done.

The members of the School of Leaders will be in constant communication with the Secretariat. The members of the Secretariat, for their part, should remember that the Lord, through their Archbishop, has given them a most serious responsibility for the implementation of the authentic Cursillo Movement in the Archdiocese of New York. 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, Cursillo and PostCursillo. Making decisions is a formidable charge for the Secretariat.

The support of all Cursillistas is needed through prayer and Palanca. In guiding the Movement, the Secretariat must be watchful to view its authority as one of service to Movement and help contribute to building up the whole Body of Christ.

The Cursillistas who serve the Movement in the Secretariat and School of Leaders can best be described as keepers of the flame of the vision of the Founder, Eduardo Bonnín, "keeping it burning brightly as a beacon for all those whose paths are illuminated by its light." The Secretariat exists in order to simplify, facilitate and make possible the living of

everything that is fundamentally Christian. Their role is to be one of simple service to the Movement done through the guidance of the Holy Spirit and in love. Just as on the 3-Day Cursillo, priests bear the responsibility for spiritual guidance and laymen regulate its overall functioning, so priest/religious and lay members of the Secretariat will cooperate for furthering the aims and objectives of the Cursillo Movement as a whole.

Article I

In the Archdiocese of New York there shall be only one Secretariat of Cursillo in Christianity, which will be a functional and autonomous movement under the immediate direction of the Archbishop and dependent upon him, the Lay Director and Spiritual Director.

Article II

As a group, the members of the Secretariat shall guide and coordinate all phases of the Cursillo Movement in the Archdiocese of New York within the pastoral plan of the Archbishop and Apostolic Plan of the Secretariat. 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

Members of the Secretariat will be nominated by the School of Leaders and selected by the Secretariat, with the approval of the Archbishop, for a three- year term. Only members of the School of Leaders will be eligible for appointment. Should a vacancy occur in any office of the Secretariat, the Lay Director, in consultation with the Spiritual Advisor, is empowered to fill the unexpired term by appointment. Should the office of Lay Director be vacated, the Secretariat shall fill the unexpired term by appointment.

Article IV

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 accomplishing its work. The School will supply the Secretariat with teams of leaders who exemplify a spiritual life and are living the Cursillo method so that these leaders may be the ferment of the Cursillo Movement in the Archdiocese. It is essential to have leaders who are prepared and knowledgeable of the Cursillo technique, mentality and purpose. After all, the responsibility for revitalizing the Group Reunions and Ultreyas, the specific means of perseverance in the Post Cursillo, rests on the leaders.

Article V

The Secretariat shall be composed of lay people and a Spiritual Director. The following are their duties:

1. Members:

There shall be a Lay Director, Spiritual Director, Chairperson of the School of Leaders, Chairperson of the Pre Cursillo section, Chairperson of the Cursillo section, Chairperson of the Post Cursillo section, Treasurer and Secretary who will be selected by a simple majority vote of the members of the Secretariat.

2. Responsibilities:

A. Lay Director:

The Lay Director, in consultation with the Spiritual Advisor, shall convoke, preside at, 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 Archdiocesan Cursillo (English) 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 as necessary to the Archbishop with the approval of the Secretariat. The Lay Director may create committees as needed. The Lay Director shall serve for three (3) years and only for a serious reason may be reelected for another term of office. He/she may not serve more than two (2) consecutive terms.

B. Spiritual Advisor:

The Spiritual Advisor will oversee the Spiritual needs of the Secretariat and the Movement. The Spiritual Advisor shall be appointed by the Archbishop and maintain a link between the Movement and the Archbishops' office. To insure proper spiritual assistance to the Movement, the Spiritual Advisor will be responsible for approving and helping secure other priests, deacons, and vowed religious to assist with the Doctrinal Rollos and Meditations during the Cursillo, as well as in the School of Leaders, and in the Spiritual Advisor's role during the Ultreyas. The Spiritual Advisor will continually encourage Secretariat members to discern all their activities. We must always strive to seek God's will instead of our own.

C. Chairperson of the School of Leaders:

The Chairperson of the School of Leaders, in consultation with the Spiritual Advisor, will convoke, preside at, and direct all activities relating to the School of Leaders which will focus on learning more about The Cursillo Movement, friendship as the cornerstone of our

movement and elements related to the movement (for relevant topics, see Leadership Development articles on National website). The Chairperson of the School will determine the presenters and the Doctrinal and Technique presentations for the School (upon approval of the Secretariat). The Chairperson of the School will ensure that all the essential elements of the School are maintained for continual growth of its participants.

D. Chairperson of the Precursillo:

The Precursillo Chairperson is responsible for ensuring the proper selection and preparation of candidates who will live a Cursillo within the Archdiocese. This includes overseeing that each candidate's application is accurately completed, submitted in a timely manner, and received by the Secretariat or its designated representative. The Chairperson also provides necessary support based on each candidate's particular circumstances. To ensure a smooth transition from the Precursillo to the Postcursillo through the Cursillo experience, the Chairperson, along with their committee, must ensure that the sponsor or sponsoring group has a sincere and established friendship with the candidate. Additionally, the Chairperson will facilitate the connection of each candidate to the appropriate Ultreya or Ultreya Representative in their geographic area to support their continued spiritual growth and engagement.

E. Chairperson of the Cursillo Weekend (3-Day):

The Chairperson of the Cursillo (3-Day) is responsible for ensuring that all necessary elements for the Cursillo weekend are in place. This includes creating a list of eligible Rectors and team members, subject to approval by the Secretariat. The selection of Rectors will then be conducted through a process of prayerful discernment, with names drawn randomly, allowing the Holy Spirit to guide the choice of the right leaders. The Chairperson also oversees team preparation and manages the facilities, coordinating setup and addressing any concerns or issues related to the venue. While the Lay Director is responsible for signing contracts, the Chairperson ensures that all necessary arrangements are made for the facility, including comfort, proper nourishment, and the provision of all necessary supplies.

F. Chairperson of the Postcursillo:

The Postcursillo Chairperson is responsible for ensuring that every Cursillista within the Archdiocesan (English) movement has the opportunity to grow in their Fourth Day. This is achieved by fostering a strong connection between the School of Leaders and the Ultreyas, ensuring that all Ultreyas and group reunions within the Archdiocese remain vibrant and true to their essence—living and sharing the love of God and neighbor in their daily environments.

The Chairperson facilitates and supports the Ultreyas in leading different groups and activities, ensuring that each Ultreya takes an active role in the movement's core events. While the Postcursillo Chairperson oversees the scheduling and execution of these activities, the Ultreyas themselves are responsible for leadership and participation. The Chairperson also organizes an annual Ultreya Representative Retreat, providing an opportunity for renewal, reflection, and strengthened fellowship.

Additionally, they serve as a key link between the Ultreyas and the Secretariat, ensuring clear communication and alignment with the movement's mission. The Chairperson is responsible for identifying, scheduling, and recommending necessary Archdiocesan, Regional, and National workshops for Secretariat approval, ensuring continued spiritual growth and leadership development for all Cursillistas.

G. Treasurer

The Treasurer is responsible for overseeing all fiduciary matters of the Cursillo (English) Movement, ensuring its financial stability and the fulfillment of all local, regional, and national financial obligations. They must take all necessary steps to maintain the financial solvency of the Movement, including proper budgeting, expense tracking, and financial reporting. The Treasurer is responsible for processing payments for books, publications, and other essential supplies as approved by the Secretariat, following decisions made by a vote of the Secretariat rather than solely upon the Treasurer's discretion.

To uphold financial accountability and transparency, the Treasurer's records shall be audited at least once, but no more than twice, per year by two designated members of the Secretariat. This review ensures proper financial management and adherence to best practices.

H. Secretary

The Secretary is responsible for keeping accurate minutes of all meetings and distributing them promptly to all individuals who should receive them. Given the close relationship between Postcursillo and the Ultreya Representatives, the Secretary may also work with the Postcursillo Chairperson to ensure that the meeting minutes are distributed to the Ultreya Representatives. The Secretary shall ensure that mailing lists are kept up-to-date and take responsibility for all mailings sent out by the Secretariat. In addition, the Secretary shall perform other duties typically associated with this position, including maintaining a calendar of all Cursillo activities and an updated list of all current Ultreya Representatives, along with the location and time of their respective Ultreyas.

3. Subcommittees:

The Chairpersons of the three sections may appoint individuals to oversee subcommittees respective to the work of the section (e.g., Information Committee for the Precursillo section, House Committee for the Cursillo section, Newsletter/Web Committee for the Postcursillo section, etc.). The leaders of these subcommittees will communicate and provide status reports to their respective chairperson.

Article VI

The Archdiocesan Secretariat will maintain intercommunication with the National and Regional Secretariats, which shall be supported by the New York Cursillo Movement, both spiritually, by way of prayer and Palanca, and materially, by way of financial contributions to the degree required.

Article VII

The Secretariat shall implement the Cursillo (English) Movement in the Archdiocese according to what is essential and fundamental, as outlined in the official literature of the Cursillo Movement in the United States.

Article VIII

Since the Secretariat is itself a unit of service and serves as a group reunion, there should be regular sharing of Piety, Study, and Action. For example, groupings at school of leaders, or any other Cursillo functions.

Article IX

Amendments to these bylaws need to be proposed by a member of the Secretariat. Amendments may be submitted by any member of the Secretariat to the Lay Director, in writing, no less than thirty (30) days prior to the meeting at which they will be discussed. Approval of an amendment requires at least two thirds majority vote of the entire Secretariat and subject to approval of the Archbishop. Voting on the proposed amendment will take place at the next regularly scheduled meeting following the meeting in which it was discussed.

Article X

In January 2026, the Lay Director, Secretary, Spiritual Advisor, and Precursillo Chair will be elected for a three-year term. In June 2026, the Treasurer, Cursillo and Postcursillo Chair will be elected for a 3 year term. In January 2027, the School of Leaders Chair will be elected for a three-year term. This procedure is done to insure continuity of Secretariat

members so there will always be experienced members in office. This rotation will continue in 2029, 2030, 2031, and so forth.

Article XII

Upon completion of each member's term, he/she will accept at least a one-year waiting period prior to accepting a new position on the Secretariat.

Article XII

Ad hoc committees and pro tem positions may be appointed by a two-thirds vote of the Secretariat membership.

Article XIII--Attendance

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 September 1 through August 31 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.

Article XIV--Review of By-Laws

The By-laws should be reviewed every two years by the Secretariat.

Article XV- Nominations

The chairperson of the School of Leaders shall announce any open position and read the description of those positions to solicit nominations from the School of Leaders. Those names nominated will be forwarded to the Secretariat to be voted on. Voting would be done with the option of open voting or a secret ballot.

Article XVI--Guidelines for a Rector:

A Rector must have at least four years of active involvement in the movement, including participation in the School of Leaders (SOL), Ultreya, group reunions, and workshops and other Cursillo events. The individual should also have visible engagement within the movement, demonstrated through involvement in Closings ("Clausura"), Palanca, and committee participation. Additionally, a minimum of three team experiences is required, including three Rollos, one of which must be a heavy witness talk. The individual must also possess strong leadership qualities. While not mandatory, attendance at a Cursillo de Cursillos (CDC) is strongly recommended.

Article XVII--Guidelines for Team Membership

To be eligible for team membership, an individual must have attended and completed a Cursillo weekend. They should be attending Ultreya. Additionally, they should demonstrate visibility within the movement through participation in: Closings (“Clausuras”), Palanca, Cursillo events, and committee involvement. The Cursillo Chair is responsible for soliciting recommendations for the proposed team from the Ultreya representatives and the School of Leaders (SOL) Chairperson. These recommendations must then be approved by the Secretariat. Ultreya representatives should use their best judgment and leadership skills, developed through the School of Leaders (SOL), when making their recommendations, which are then presented to the Cursillo Chairperson for approval.

By-Laws adopted by the NY Cursillo (English) Secretariat in August 2024

Reviewed, revised, and approved by the NY Cursillo (English) Secretariat on:

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