

Guidelines for Lay Directors 9/19/2007

I. Requirements

- A. Be in weekly Group Reunion**
- B. Regular attendance at Ultreya**
- C. Participation in the School of Leaders**
- D. Knowledgeable of contents of Fundamental Ideas of the Cursillo Movement and other pertinent Cursillo literature.**
- E. Offer palanca – prepare yourself spiritually – be open to the Holy Spirit**
- F. Lead with love and compassion**

II. Responsibilities

- A. Review and update the Diocesan Pastoral Plan**
- B. Review and update the Diocesan By-Laws**
- C. Organization, leadership, fund raising, agendas, conduct meetings that run on time**
- D. Attend the Regional Secretariat meetings 2/year (As Lay Director you are a member)**
- E. Be knowledgeable of Regional and National Articles of Operation**
- F. Attend the National and 2 Regional Encounters/year (encourage Secretariat Members to attend)**
- G. Meet with sub-Regional coordinator twice a year (encourage Secretariat and Ultreya Leaders to participate)**
- H. Encourage Palanca for ALL aspects of the Cursillo Movement**
- I. Submit Pastoral Plan, By-Laws and Annual Report to the Regional Coordinator and National Office**
- J. Be sure Regional and National dues are paid.**

K. Read all communications from Regional Coordinator and National Secretariat & Office and distribute to members of the Secretariat, School of Leaders and Ultreya Coordinators

L. Personal Contact

- 1. Know the members of the Secretariat including the Spiritual Advisors. Develop a personal relationship.**
- 2. Get to know the Lay Directors and Service Team members in your Region.**
- 3. Consider visiting Ultreyas at least once a year.**
- 4. Study the Cursillo environment and invite 'new blood' to serve in all areas of the movement.**
- 5. Annual meetings with the Bishop. Be aware of his Pastoral Plan. Make him aware that the Cursillo Pastoral Plan will reflect his Diocesan Plan.**
- 6. Invite the Bishop to visit during the Three Days. (Would this be a distraction?)**
- 7. Request Bishop to send a letter reflecting his prayers for the candidates.**

M. Formation

- 1. Plan retreats for the Secretariat and School of Leaders**
- 2. Plan retreats and special training for the Ultreya coordinators and their working group reunions.**
- 3. Take advantage of the workshops that are available...either conducting those that can be done by the local movement or requesting those that need to be done by the Regional Service team.**
- 4. Look to Regional Staff and Service Team, as well as other Lay Directors, as a source of information and support.**