



## MEMO

**Date:** November 27, 2018  
**To:** All Diocesan Secretariats and Diocesan Schools of Leaders  
**Cc:** Regional Coordinators and National Staff  
**From:** The National Secretariat  
**Subject:** Revised Regional Service Team Member Orientation Package

The purpose of this Memo is to inform all Diocesan Secretariat members, and Schools of Leaders of an important revision to the Regional Service Team Member Orientation Package approved by the National Secretariat during their August 2018 meeting in Seattle, WA. This information provides clarification on the responsibilities of the Regional Secretariat<sup>1</sup> regarding creating and maintaining a Regional Service Team Pool.

This revision is provided to clarify the responsibilities of the Regional Secretariat regarding their role in creating and maintaining a Regional Service Team (RST) Pool made up of Cursillo leaders who meet the following criteria.

- A. Process and criteria for becoming a member of the Regional Service Team Pool.
- B. Process and criteria for adding leaders to the Regional Service Team Pool.
- C. Process and criteria for selecting leaders from the Regional Service Team Pool.
- D. Regional Coordinator and Service Team Responsibilities

### **A. Process and criteria for becoming a member of the Regional Service Team Pool.**

- The candidate is living the method of perseverance: Group Reunion and Ultreya.
- The candidate has the conviction to serve as a leader in the Cursillo Movement.
- The candidate understands the mentality, essence, purpose and method of Cursillo.
- The candidate supports and promotes all authentic aspects of Cursillo.
- The candidate attends the School of Leaders.
- The candidate has served on team for the Three Day Cursillo and has given at least 2 rollos.
- The candidate lives and promotes friendship by way of personal contact.
- The candidate has the recommendation, support and approval of their Diocesan Secretariat and support of the Regional Coordinator.
- The candidate supports the National Secretariat and follows the Articles of Operation.
- The candidate is willing to submit a “letter of good standing” written and signed by their Pastor and Diocesan Cursillo Spiritual Advisor and send to the respective Regional Coordinator and the National Cursillo Center for filing.

Source: Articles of Operation

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<sup>1</sup> Diocesan Lay Directors and the Spiritual Advisors from the particular language group(s) within the region comprise the voting members of the Regional Secretariat.



## **B. Process and criteria for adding leaders to the Regional Service Team (RST) Pool.**

- Qualified leaders are nominated by the Diocesan Secretariat; however, a Regional Coordinator can also recommend leaders for the pool. The candidate should have the support of the entire Diocesan Secretariat to be considered for the RST Pool.
- The Lay Director should provide an orientation with the candidate regarding the criteria and responsibilities involved.
- The candidate should complete an application which will be signed by the candidate and Lay Director.
- The Lay Director should present the application and introduce the candidate at the next scheduled Regional Secretariat meeting for approval.
- Once the Regional Secretariat approves the candidate, their name will be added to the Regional Service Team Pool.

**Note #1:** A Cursillo leader serving on the Diocesan Secretariat is eligible to be in the Regional Service Team Pool but cannot serve on the Regional Service Team until they finish their term on the Diocesan Secretariat.

**Note #2:** A former member of National Staff or former Regional Coordinator cannot be in the RST Pool nor serve on the Regional Service Team for a period of five (5) years immediately following the completion of his/her term. This fosters an opportunity for other potential leaders to serve in this capacity.

**Note #3:** To guard against a conflict of interest, any family member of a current Regional Service Team member or Regional Coordinator may be in the Regional Service Team Pool but should not be eligible for consideration to be a member of the current Regional Service Team.

## **C. Process and criteria for selecting leaders from the Regional Service Team Pool.**

- Regional Coordinators should make requests for additional Service Team Members to the Regional Secretariat.
- Criteria for selecting leaders from the Regional Service Team Pool:
  - a. Consider the geographical area of the region. In other words, avoid selecting leaders from the same diocese or area to serve on the Regional Service Team.
  - b. Consider gender and age of the leaders. There is a need for diversity in the Regional Service Team; therefore, a mixture of men and women, is recommended.
- The Regional Secretariat makes the selection from the Regional Service Team Pool and the leaders selected become members of the Regional Service Team for a term of 4 years.

## **D. Regional Coordinator and Service Team Responsibilities**

- a. Promote the authentic Foundational Charism through workshops and Cursillo de Cursillos.
- b. Promote friendship at the diocesan, regional and national levels.
- c. Maintain personal contact with all dioceses in the Region.
- d. Maintain an up-to-date roster of each diocesan Cursillo Movement's bishop, Spiritual Advisor and Lay Director, along with the term dates for the Lay Director.
- e. Ensure that the Cursillo Apostolic Plan is being reviewed on an annual basis. If a diocesan Cursillo Movement does not have a Cursillo Apostolic Plan, then the Regional leaders need



# National Cursillo Movement

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to offer their assistance if necessary. A copy of each diocesan Cursillo Movement's Apostolic Plan should be kept on file with the Regional leaders and a copy sent to the National Cursillo Center.

- f. Ensure that the By-Laws are being reviewed on an annual basis. If a diocesan Cursillo Movement does not have a set of By-Laws, then the Regional leaders need to offer their assistance if necessary. A copy of each diocesan Cursillo Movement's By-Laws should be kept on file with the Regional leaders and a copy sent to the National Cursillo Center.
- g. Ensure that copies of the diocesan Cursillo Movement's "Diocesan Report" and Secretariat meeting minutes are being sent to their local bishop's office, Regional Coordinators and the National Cursillo Center.
- h. Provide nationally recognized workshops, especially a Cursillo de Cursillos (CDC). These workshops should be advertised in order to allow Cursillistas from other dioceses to attend. This provides tremendous training for the members of the Regional Service Team and the Regional Service Team Pool and helps them to prepare for service on the Regional Service Team and the role of the Regional Coordinator.
- i. Ensure that the Regional Coordinator's Report is properly prepared and sent to the National Cursillo Center and respective National Language Coordinator in a timely manner.
- j. Ensure proper communications exists between the Diocesan leaders, the Regional leaders and the National leaders.

Source: Articles of Operation

Contact your Regional Coordinator if you have any questions regarding the Memo or the revised Regional Service Team Member Orientation Package.



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## Regional Service Team Pool Member Application

Name \_\_\_\_\_ Diocese \_\_\_\_\_

Language Group \_\_\_\_\_ Region \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

When did you live your Weekend? \_\_\_\_\_ Where? \_\_\_\_\_

Have you served on the Diocesan Secretariat? Position(s) held \_\_\_\_\_

Do you understand that you cannot serve on a Diocesan Secretariat and on a Regional Service Team at the same time? \_\_\_\_\_

Have you served on Three Day Weekends? \_\_\_\_\_ If so, in what capacity; Rector/a, Table Leader, Rollista, Kitchen, etc.? \_\_\_\_\_

Are you willing to live and share the authentic Foundational Charism of Cursillo? \_\_\_\_\_

Are you willing and able to travel to meetings, workshops, encounters? \_\_\_\_\_

Have the responsibilities of a Regional Service Team member been explained to you and do you understand them and are you willing to follow same? \_\_\_\_\_

Do you understand that serving on the Regional Service Team could qualify you to serve as Regional Coordinator and member of the National Secretariat? \_\_\_\_\_

Why do you want to serve on the Regional Service Team? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lay Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Before signing application, the Lay Director must get verbal approval/support for the candidate from all Diocesan Secretariat members. This application and the orientation must be completed prior to the person's name being added to the RST Pool. Send a copy of completed application and the 'letter of good standing' to the respective Regional Coordinator and the National Cursillo Center for filing.

**Note:** A 'letter of good standing' for Roman Catholics should accompany this application. The letter should be written and signed by the candidate's Pastor and the Diocesan Spiritual Advisor.