

Job Descriptions for Secretariat Officers in Coventry Cursillo.

The term of office for all roles is ideally one year shadowing the retiring Officer, two years working alone in the role, and a final year working alongside the new Officer designate.

Lay Director

Appointed by formal nomination at the AGM, with an election if needed, as the Lay Leader of Cursillo in Coventry.

The Lay Director chairs Secretariat meetings and is an Honorary Trustee for their term of office.

The Lay Director is passionate about the welfare of Cursillo in the Diocese and is responsible for encouraging and managing the other lay members of the Secretariat. The Lay Director is someone who inspires others.

Treasurer

Appointed by formal nomination at the AGM, with an election if needed.

The Treasurer is an Honorary Trustee for their term of office.

This role includes the following:-

- Keeping detailed accounts, recording all receipts and payments.
- Maintaining current and deposit accounts.
- Banking of all monies received.
- Paying all invoices in a timely manner.
- Reimbursing expenses incurred.
- Paying small donations to churches hosting Ultreyas/Clausuras.
- Providing regular financial updates to the Secretariat.
- Making gift-aid claim to HMRC.
- Preparing year-end accounts and forwarding to auditor.
- Preparing year-end report for annual general meeting.
- Looking after the bucket, and passing it round at Ultreyas!

Secretary

Appointed by formal nomination at the AGM, with an election if needed.

The Secretary is an Honorary Trustee for their term of office.

This role primarily involves the following:-

- Recording and circulating minutes of the Secretariat meeting
- Liaising with the Lay Director regarding general correspondence
- Preparing and issuing copies of the various documents issued to Guests and staff at a weekend.

The following roles are not intended to be managed alone. It is good to involve others to work with you and establish a wider Servant community

Pre-Cursillo Co-Ordinator

This is not a formal appointment. You can offer your own name or suggest someone else.

The BACC guidelines link this role to the topics covered in the environments talk.

- This Officer should be the contact point for any Outreach teams. They do not need to be directly involved, but they are initially responsible for determining whether the proposed guest would benefit from participating in a Cursillo weekend.
- The second part of this role is as the Bookings Secretary. There are various admin procedures which need to be done to certain timescales.
- This Officer is traditionally the liaison person for arranging that the folders, door plates, 'Sweet Dreams', place mats, and name tags materialise

Weekend Co-Ordinator

This is not a formal appointment. You can offer your own name or suggest someone else.

The main responsibility for this Officer is to ensure the smooth running of the weekend. They do not need to be involved in the weekend themselves, but should liaise with the Lay Rector and relieve them of unnecessary work.

The duties include:-

- Liaising with the venue after a weekend to discuss their observations and report back to Secretariat. Amend weekend instructions where necessary.
- At a time agreed with the Lay Rector, give the venue their details, and say they will be the point of contact up to and during the weekend. Some LR's may prefer to delegate this to their Gopher.
- Maintaining a record of who is holding the different boxes (eg Chapel box), ensuring that the contents are noted and replenished, and ensuring that they are delivered when requested and returned to the holder after the weekend.
- Ensuring that all manuals are kept up to date, and in synch, and returned after a weekend.
- Providing the timetable for the weekend, ensuring that any cross references with manuals match.
- Managing the handouts for the guests.

Post-Cursillo/4th Day Co-Ordinator.

This is not a formal appointment. You can offer your own name or suggest someone else.

The main responsibility for this Officer is to try and ensure that all Cursillistas have a support mechanism to grow in their journey of discipleship. There is a particular responsibility to new Cursillistas and to those who do not have a support structure in their own environments.

The duties include:-

- Liaising with Key People and ensuring they are kept up to date with information for circulating

- Arrange Ultreyas
- Organise Ultreya Training (Leader, Music Leader, Giving a Talk)
- Organise “What Next” days (previously known as Days of Deeper Understanding)
- Assist with the Weekend Prayer Vigil
- Liaise with Communications

Communications

This is not a formal appointment. You can offer your own name or suggest someone else.

The main responsibility for this Officer is to try to ensure that information is circulated quickly, and efficiently via current preferred means of communication. For people without access to these, the Key Person would be their point of contact not the Communications Officer.

The duties include:-

- Producing a monthly newsletter
- Liaising with the magazine editor to produce the Fourth Day magazine.
- Developing and managing the Coventry Cursillo website (www.covcursillo.org.uk).

BACC Rep

BACC stands for British Anglican Cursillo Council.

There are also 2 meetings a year of BACC council. The BACC council have an elected body from across the nationwide Cursillo communities, led by the BACC president. There is the AGM in May and a full council meeting in November. They are scheduled at different locations around the country to share the travelling involved. It is a good opportunity to meet Cursillistas from different parts of the country and hear their experiences of Ultreyas and other new ideas, which people are trying in their 4th day.

The BACC Rep, along with the Lay Director and the Spiritual Director, has a vote at the AGM on behalf of Coventry Diocese. They report back from these meetings to the Secretariat.

The formal requirement is that the BACC rep ensures that Coventry Diocesan Cursillo is acting in accordance with the licence given to BACC by the National Episcopal Cursillo. This means that Cursillo should be a similar experience wherever it is held in this country.

Sponsorship Secretary

This is not a Secretariat role, but is nonetheless vital to Cursillo.

The Sponsorship Secretary:-

- Must ensure that all guests attending a weekend have a Sponsor. Ideally there should be no need to allocate Sponsors, as the guests will be the result of someone’s prayers for them.
There are no expected financial implications to this role, although some people have made this part of their Palanca.
- Needs to identify any guest who does not have a sponsor and assign them one, preferably someone they already know. The sponsor needs to be allocated as early as possible so that they can pray while

waiting for the weekend to arrive and help them make any necessary arrangements so that it can be a worry free time.

- Must ensure the Sponsors understand the commitment they are making in that role. There are guidelines to help them with this.