

3. DIOCESAN LAY DIRECTOR

revised March 2011

1. Liaise with the Bishop and the Diocesan Spiritual Director over any Pastoral Plan.
2. Attend BACC meetings in accordance with the BACC constitution. Circulate BACC papers as necessary.
3. Chair the Diocesan AGM
4. In collaboration with the Secretary, produce agenda for Secretariat meetings.
5. Chair Secretariat meetings and liaise with Secretary who produces minutes, which are then endorsed and signed by you at the start of each meeting.
6. Inform and work with Secretary over official letters to be sent from the Secretariat
7. Write a letter for the Imp-sheet as requested.
8. Approach Cursillistas, on the advice of the Secretariat, to be Lay Rectors, and be available to advise and support.
9. Liaise with Secretariat over choice of Lay Staff on each Cursillo Weekend.
10. Choose and inform Speakers for the 1st Training Day. (“Decuria Staff Ministry” and “Preparing to give a Rollo.”)
11. Introduce and welcome visitors and the president/preacher, at the Clausura Eucharist.
12. Attend the “What Next?” meeting for Pilgrims following each Cursillo Weekend.
13. Arrange a de-brief meeting with key Weekend staff to discuss possible changes to the manuals, etc. (*This could be following the “What Next?” meeting for the Pilgrims.*)
14. Authorise signing of cheques as necessary.
15. Work with the Lay Director Elect for one year to ensure a smooth transfer.
16. Arrange to meet with group Convenors at least once a year, and attempt to visit each reunion Group at least once during your 3-year term of office.
17. Encourage potential Secretariat members and Weekend staff to attend Cursillo Leaders’ Weekends (CLWs.)
18. Liaise with Spiritual Director to arrange Clergy Taster Days, and pass information to Publicity Rep.
19. Work with other Cursillistas to gift Cursillo to other dioceses, under the authority of the Bishops.