

# **By-Laws**

## **Palo Duro Presbyterian Cursillo**

### PREAMBLE. THE PURPOSE OF PALO DURO PRESBYTERIAN CURSILLO.

Palo Duro Presbyterian Cursillo is a spiritual renewal movement that seeks to glorify God in its programs, services, and gatherings. Cursillo is an intentional presentation and proclamation of the Gospel that calls participants to a conscious and deliberate living of the Christian faith, seeking to make every relationship, situation, and experience an occasion for the manifestation of God's Kingdom according to the example presented by Jesus Christ. As a spiritual renewal movement, Cursillo seeks to present the basics of Christianity, first through a three-day weekend retreat and later through the incorporation, integration and invigoration of the participants into the active life of the local congregation. The intent is to educate, enable, and empower participants to reform their various environments after the Kingdom of God. May our effort be pleasing to God.

*Soli Deo Gloria.*

### SECTION 1. FUNDAMENTAL DOCUMENTS AND ORIGINS.

The fundamental documents of the Palo Duro Presbyterian Cursillo Community are the Holy Scriptures, these by-laws, the licensing agreement, and the Manual of the Presbyterian Cursillo. Palo Duro Presbyterian Cursillo will be authorized through a licensing agreement entered into between the National Secretariat of the Cursillo Movement and the Charleston-Atlantic Presbytery acting on behalf of the Presbyterian Church (USA). These by-laws affirm that agreement by complying with the overall objectives, procedures, and content of program in as much as they are consistent with the tenets of the Reformed Faith as interpreted by the Presbyterian Church (USA). Palo Duro Presbyterian Cursillo was officially sponsored by Oklahoma Presbyterian Cursillo, under whose authority were conducted three Cursillo retreats in November 1997, March 1998, November 1999 with Jim Cahalan, and Marcia Peeler serving as trainers and Penny Glass serving as moderator on behalf of Oklahoma Presbyterian Cursillo. Full community status was granted to Palo Duro on \_\_\_\_\_ by the Charleston-Atlantic Presbytery. These by-laws seek to be consistent with the *Manual of the Presbyterian Cursillo* prepared by Dr. Fred Keith except as noted. These by-laws authorize the creation of a manual describing the procedures and programs for the Fourth-day community.

### SECTION 2. DEFINITIONS.

**CHAIR** - Organizational leader of the PDPC Council.

**COUNCIL** - The elected board of directors for PDPC.

**CURSILLO** - The spiritual movement that is introduced with a three-day retreat that presents the basics of Christianity through 15 talks. The movement is continued through periodic meetings of the community in renewal groups and Ultreya gatherings.

**EACH AREA** - The four areas of Palo Duro Presbytery.

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**FOURTH DAY COMMUNITY** - The Fourth Day community is the broad class of PDPC members, consisting of individuals who have completed a Cursillo weekend or similar retreat such as Walk to Emmaus, etc. and who have voluntarily associated themselves with PDPC.

**MANUAL OF THE PRESBYTERIAN CURSILLO** - The manual prepared in the doctoral dissertation by Fred Keith.

**MODERATOR** - A person who has been installed as a Cursillo Moderator.

**PALANCA** - An expression of thanksgiving offered to God. While palanca is shared with others, it is more appropriately offered to God so that it may be used for the conversion of the hearts and minds of others. Palanca is not to be disengaged from prayer.

**PDPC** - The abbreviation PDPC shall stand for Palo Duro Presbyterian Cursillo community.

**PRAYER** - The fundamental action of piety for individuals and the community who lift up weekend participants and staff in prayer, trusting that God will work the miracle of deepening faith and commitment in their lives and that God will remove the obstacles that hinder their living in faith and commitment.

**RENEWAL GROUP** - A small group who gathers on a regular basis to renew their relationships with one another through gathering, praying, sharing, and mutual encouragement. The group is not a reunion to commemorate the weekend retreat, but rather a dynamic gathering to express the work of God in the community.

**ULTREYA** - A periodic gathering of the entire PDPC community.

### SECTION 3. GENERAL POWERS AND DUTIES OF THE COUNCIL.

The Council serves as a policy-making and leadership organization of the PDPC to carry out the responsibilities of the community. The general powers and duties are as follows:

- A. Provide overall policy direction on all issues affecting the PDPC movement.
- B. Support, facilitate, and carry out the activities of PDPC as it seeks to accomplish its purposes.
- C. Maintain in cooperation with Palo Duro Presbytery a treasury from which to finance the activities of PDPC community.
- D. Encourage and facilitate cooperation between PDPC and the Presbyterian Church (USA) congregations of Palo Duro Presbytery.
- E. Serve as liaison with the appropriate structure of Palo Duro Presbytery.
- F. Represent the PDPC in relationship to the Presbyterian Cursillo Movement headquartered at the Charleston - Atlantic Presbytery, Charleston, South Carolina and the National Cursillo Board.
- G. Serve the community as enumerated elsewhere in these by-laws.

### SECTION 4. MEMBERSHIP ON THE COUNCIL.

- A. **MEMBERSHIP.** The Council shall consist of members from each area of PDPC elected by the Fourth Day Community In addition the duly elected Moderator(s) and Observing Moderator(s) of the next scheduled Cursillo(s) shall serve as ex-officio non-voting members of Council. These persons serve on Council for the term of their service in their respective offices.

- B. **TERMS OF OFFICE.** Elected members of the Council shall ordinarily serve a term of three years beginning January 1<sup>st</sup> after their election. Members elected to fill partial terms shall complete the term of the member they replaced. The Council is normally divided into three classes of equal size, or as near equal as possible, with one class completing its term of service in their respective offices each year.
- C. **ELIGIBILITY FOR OFFICE.** Any lay person in the PDPC Community who has served as a staff member on a weekend Cursillo retreat and is an active member of a Presbyterian Church is eligible for nomination to service on the Council. A person who has served a three-year term, or more than two years of a partial term on the Council must remain off the Council for at least one year before being eligible for nomination to a new term. Weekend Moderators who have not been elected to service on the Council are not subject to this limitation.
- D. **METHOD OF ELECTION.** Election to the Palo Duro Presbyterian Cursillo Council will be handled in the following manner:
1. A nominating Committee of five active Cursillo members will be chosen annually with its members to serve one year terms and no more than three terms consecutively. A member having served three consecutive terms shall be ineligible for reelection to that Committee for one year.
  2. Two members of the Committee shall be designated by the Cursillo Council from among active council members, one of who shall serve as Moderator of the Nomination Committee. Other Committee members sufficient in number to constitute a majority, none of who may be active on Cursillo Council, shall be chosen by the active 4 Day members.
  3. The Cursillo Council shall call for an election of Nomination Committee members once per year at a scheduled meeting of the 4th Day and shall make its election of the Committee Moderator and one other member at any regular or special Cursillo Council meeting.
  4. Election of Committee members shall be by majority vote of those active 4th Day members present and voting. Vote may be by voice or show of hands where the number of nominees equals the number of Committee spots open, but must be by secret ballot where the number of nominees is greater than the number of Committee positions open.
  5. The Nominating Committee shall give advance notice to the 4th Day of any pertinent eligibility requirements for the officers being elected. Committee members shall accept nomination for the Council officers being elected and may make their own nominations as well. Before making a nomination an attempt should be made to ascertain that the proposed nominee is willing to serve.
  6. The Nominating Committee shall open its meetings with prayer, shall give prayerful consideration to each nominee, and shall screen nominees for eligibility and willingness to serve. It is preferred that nominees be current active participants in a Renewal Group.
  7. The Nominating Committee shall call for an election to be held at a regular 4th Day meeting. Notice to the 4th Day of such election shall be published at least 2 weeks prior to the meeting.

8. The Committee shall present nominees to the 4th Day for vote. Voting procedures must allow for nomination from the floor by an active 4th Day member present. Pertinent eligibility requirements shall be posted at the voting meeting.
  9. Anyone elected who is discovered to be unwilling or ineligible to serve will be notified and a special election following these procedures shall be called by the Committee to fill that office.
  10. Election to Council shall be by majority vote of active 4th Day members present and voting. Vote may be by voice or show of hands when there is only a single nominee for an office. Vote shall be by secret ballot when there is more than one nominee for any particular office. A quorum shall consist of at least one-tenth of the Palo Duro Presbyterian Cursillo Fourth Day.
- E. NOTIFICATION AND INSTALLATION OF NEW COUNCIL MEMBERS. The outgoing Council Chair is responsible for notifying all new Council members of their election to the Council. At the first meeting of the new council, the outgoing Council Chair will install the newly elected Council members.
- F. RESIGNATIONS OR VACANCIES IN OFFICE. The Council shall be sensitive to the personal and family demands of all Council members. If after prayerful consideration, a member of the Council is unable to continue obligations on the Council, that member shall notify the Council Chair of their resignation from the Council.

#### SECTION 5. OFFICERS OF THE COUNCIL.

The Council will consist of a Chair, Secretary, Treasurer, Fourth Day Coordinator, Outreach Coordinator, Cursillo Moderators, Newsletter and Publicity Coordinator, Music Coordinator, Palanca Coordinator, and Clergy.

- A. *Council Chair*. The Council Chair is responsible for calling and convening all Council meetings and for providing leadership and guidance on issues facing the Council. Prior experience on Council or as a weekend Moderator is preferred.
- B. *Council Secretary*. The Council Secretary is responsible for keeping and maintaining the official records and documents of the Council including the minutes of all Council meetings, copies of the By-laws and authorizing documents and agreements, and any special agreements or initiatives entered into by the Council.
- C. *Council Treasurer*. The Council Treasurer is responsible for keeping and maintaining the financial records and documents of the Council including a ledger listing income and expenses of the Council. The Treasurer, in cooperation with Palo Duro Presbytery, will also maintain a full accounting of the financial obligations of the Council including the maintenance of a Cursillo scholarship fund. The Treasurer will coordinate with Palo Duro Presbytery on financial matters. The Treasurer will insure that an offering is collected at all Ultreyas to be deposited in the Cursillo scholarship fund account.
- D. *Fourth Day Coordinator*. The Fourth Day Coordinator will work with specific committees and persons appointed for (a) weekend Fourth Day activities, (b) renewal group formation and maintenance and (c) scheduling Ultreyas. The Fourth Day Coordinator is responsible for keeping and maintaining an official roster of the

members of the community containing current mailing addresses and phone numbers.

- E. *Outreach Coordinator.* The Outreach Coordinator will be responsible for providing information as requested to individuals or congregations who are interested in Cursillo. They will serve as a liaison with individuals outside Palo Duro Presbytery who might be interested in starting their own Cursillo Community. The Outreach Coordinator is also responsible for coordinating with the National Cursillo Board and with other existing Cursillo communities in other cities and states.
- F. *Cursillo Moderators.* The Cursillo moderators are responsible for reporting to the Council on the progress of the plans and preparations for their Cursillo. The Cursillo moderators will present proposed staff to the Council for approval prior to notification of staff.
- G. *Newsletter and Publicity Coordinator.* The Newsletter and Publicity Coordinator will gather articles from Council members and 4<sup>th</sup> day members, keep a 'Dates for Calendar' section, and will also write articles as needed in order to produce a 4th day newsletter on a regular basis. Will also coordinate mailings and assist churches with articles for newsletters or other publicity about Cursillo as requested.
- H. *Music Coordinator.* The Music Coordinator is responsible for coordinating the recruitment, encouragement and training of musicians and for the maintenance of the PDPC Song Books and Music Books. The Music Coordinator is also responsible for ensuring that PDPC follows all copyright laws.
- I. *Palanca Coordinator.* The Palanca Coordinator is responsible for requesting, receiving and sending palanca to Cursillo events. The Palanca Coordinator will communicate lists of staff and participants to other groups with requests for individual written palanca (as appropriate, depending on the relationship with the other community). Likewise, receive lists and distribute among the Palo Duro community for response.
- J. *Clergy.* The Clergy is responsible for providing guidance and may serve in any other capacity with the exception of Council Chair.

#### SECTION 6. MEETINGS OF THE COUNCIL.

- A. **MEETINGS.** There will be at least four meetings per year of the Council.
- B. **MEETING TIMES, DATES AND LOCATIONS.** The Council Chair is responsible for setting the times, dates, and locations of the Council meetings and making suitable arrangements for each meeting. Meeting sites should be evenly distributed throughout the Presbytery. The meeting dates will be announced in January and communicated to the community through the next newsletter. Changes to the time, place, or date of a meeting must be announced at least one month in advance.
- C. **QUORUM.** A quorum of the Council shall consist of a majority of the members of the Council.
- D. **VOTING.** Each member of the Council who is present shall have one vote. Voting by "proxy is not allowed. A majority of those present and voting shall be required to pass any motion, except as otherwise stated in these By-laws. It is the hope of the community that decisions made by the Council will be representative of the will and in the best interest of the Community .The Community expects the Council to

approach each decision and every vote in a spirit of prayer being sensitive to the leadership of the Holy Spirit.

- E. **PARLIAMENTARY PROCEDURE.** Council meetings shall be conducted according to common sense and Christian charity .However, in the case of good faith disagreements concerning procedure, the Council shall follow the most recently published edition of *Robert's Rules of Order* in all cases except those in which *Robert's Rules* are inconsistent with these By-laws. In such cases, the Council is encouraged to resolve into a moment of prayer to faithfully consider the Lord's leading before considering *Robert's* or pursuing any other avenue of action.
- F. **COMPENSATION.** No member shall be financially compensated for serving on the Council. Council members may be reimbursed for expenses incurred in the conduct of official Council business ONLY if those expenses are approved by a majority vote of the Council.

#### **SECTION 7. APPROVAL OF CURSILLO WEEKEND RETREATS AND ACTIVITIES.**

- A. **WEEKEND DATES, SITES, AND LOCATIONS.** The Council must approve the dates, sites, and locations in advance of all weekend retreats. The Council shall seek approval by the Presbytery to conduct Communion services at the weekend retreats.
- B. **CALLING OF WEEKEND CURSILLO MODERATORS.** The Council shall prayerfully consider the calling of all Cursillo moderators. The Council is encouraged to be sensitive to all members of the Community when calling Cursillo moderators. It is preferable that Cursillo moderators have previous Cursillo staff experience as a leader or head of a staff team. A prospective Moderator should be an active member of the PDPC community, and should be a member of a Renewal Group.
- C. **PARTICIPANT LISTS.** The Moderator will submit a list of participants to the Council at least six weeks prior to the scheduled weekend. The Council will approve the participant list and waiting list for weekend retreats by a majority vote. After approval by the Council, the Weekend Registrar in consultation with the Moderator and Observing Moderator shall fill any vacancies or cancellations, which may occur after the Council has approved the list. To fulfill contractual agreement, a participant must be member of the Presbyterian Church (USA) and/or a member of a Presbyterian Church (USA) congregation. Married couples should be strongly encouraged to attend Cursillo weekends as a couple.
- D. **STAFF POSITIONS.** Each Cursillo Moderator is responsible for presenting a proposed, staff to the Council at least six weeks prior to a weekend for approval. The Cursillo Moderator will appoint a weekend registrar. The Council will approve the final staff list for the Cursillo. Any changes to the list proposed by the Moderator must be approved by the Council. Staff must be a member of the Presbyterian Church (USA) and/or a member of a Presbyterian Church (USA) congregation and have previous experience as a participant on a Cursillo or, if adequate staffing is not available, meet the same membership requirements and have participated in a similar three-day event to be considered for service. Ministers and church staff are encouraged to participate in staff roles other than that which they lead in the life of the congregation. Ministers are encouraged, but not required, to participate as staff members serving the community as music, palanca, or table chas to reaffirm in the

mind of the participants the priesthood of all believers and the call to service that our Lord places on the participants of the community.

- E. NOTIFICATIONS. The Weekend Registrar is responsible for notifying participants of their approval for participation in Cursillo. This notification must be in writing and must include the dates, cost, and cancellation policies for the Cursillo. This written notification must also include instructions to the participants concerning the purposes and practices of the weekend retreat including arrangements for special dietary, health, or personal needs. The Cursillo Moderator is responsible for notifying the staff of their selection for participation in Cursillo.
- F. ULTREYA DATES, SITES, AND LOCATIONS. The Council shall approve the dates, sites, and locations for Ultreyas. The Council shall seek approval by the Session of the Host Church to conduct Communion services at the Ultreyas.

#### SECTION 8. CONFIDENTIALITY.

The Cursillo model operates partially by allowing individuals the opportunity of expressing personal feelings and emotions toward God within the parameters of a loving and caring community. Just as individuals have the obligation of sharing with the community, the community has the obligation of respecting the confidentiality of the issues being shared by individuals. Private discussions at Cursillo events should be highly privileged conversations to be guarded and not permitted to develop into gossip. Community members should always be sensitive of sharing information about other community members and participants.

#### SECTION 9. MANUALS OF OPERATION.

The manual prepared by Dr. Fred Keith contained in his doctoral dissertation entitled "A Critique of the Cursillo Movement and A Manual for a Presbyterian Cursillo Program" (Columbia Theological Seminary, 1990) shall be considered a subsidiary part of these by-laws unless superseded by specific reference herein or replaced by a manual produced by PDPC. The Council may consider writing such a manual to guide the weekend retreats. The Council may also produce a manual to organize the operations of the entire Fourth Day Community.

#### SECTION 10. AMENDMENTS TO THE BY-LAWS.

These By-Laws may be fully amended by the PDPC Community. Any proposed amendments to these By-Laws must be filed with the Council Secretary in writing, clearly stating what sections are to be amended and what language is to be included in the amendment. Upon receipt of the request, the Council Secretary shall notify the Council Chair who shall place the item on the agenda for the next meeting of the Council. The proposed amendment must be approved by two-thirds of those Council members present and voting. If passed, the amendment will be proposed to the Cursillo community at the next available Ultreya. At that meeting, written copies of the proposed amendment shall be distributed and discussed at the meeting. Amendments from the floor that are germane to the topic shall be in order. The proposed amendment must be approved by a simple majority of all members of the Cursillo Community present and voting.

## **Palo Duro Presbyterian Cursillo Moderator Election**

The Council shall prayerfully consider the calling of all Cursillo moderators. The council is encouraged to be sensitive to all members of the Community when calling Cursillo moderators. It is preferable that Cursillo moderators have previous Cursillo staff experience as a leader or head of a staff team. A prospective Moderator should be an active member of the PDPC community, and should be a member of a Renewal Group.

### **Qualifications**

1. Preferable that the individual have previous experience in multiple areas as well as having served as head of at least one area during a previous weekend.
2. Individual should be an active member of a Renewal Group.
3. Individual should be active within the PDPC Community.

### **Procedure**

1. Names should be submitted in writing. This has been done several ways. Either 1-3 names submitted and then the top names are taken and voting continues from that point. Other times only one name has been submitted and all names are considered and voting continues from that point.
2. A council member tabulates votes. This has varied from secretary, chair and registrar in the past.
3. Voting should continue until the council reaches a unanimous decision.

## **Palo Duro Presbyterian Cursillo Scholarship Policy**

Funds should be pursued through the local church first. This would emphasize the need for local churches to be behind the event. The brochure wording should be 'scholarships may be available based on need'.

### **Participant Scholarships:**

The recommendation is that 1/3 be paid by the individual, 1/3 by the local church, 1/3 by the Cursillo scholarship fund. This applies for individuals within the presbytery as well as those from other presbyteries.

Full scholarships will be given to clergy and their spouses when attending a Cursillo weekend as participants. If they wish to pay it is suggested they contribute to the scholarship fund. (5/22/99)

### **Staff Scholarships:**

We (the council) feel that being on staff is a completion of the Cursillo weekend experience. Because of this, we will attempt to provide scholarship assistance for a person to serve on staff, but only one time. (1/19/01)

### **Spiritual Advisor Scholarships:**

Spiritual advisors will not pay when staffing a weekend. If they choose payment would be accepted. (5/23/98)

## **Council Chair**

The Council Chair is responsible for calling and convening all Council meetings and for providing leadership and guidance on issues facing the Council. Prior experience on Councilor as a weekend Moderator is preferred.

1. Set agenda for council meetings
2. Setting times, dates and locations of the Council meetings and making suitable arrangements for each meeting.
3. Meeting dates will be announced in January and communicated to the community through the next newsletter. Changes to the time, place or date of a meeting must be announced at least one month in advance.
4. Responsible for notifying all new Council members of their election to the Council.
5. Install the newly elected Council members at the first meeting of the new council.
6. Participate in Presbytery Committees as needed. See that requests for funding are made each year at the appropriate time.
7. Contact camp facilities regarding reservations for future weekend's dates.

## **Council Secretary**

The Council Secretary is responsible for keeping and maintaining the official records and documents of the Council including the minutes of all Council meetings, copies of the By-laws and authorizing documents and agreements, and any special agreements or initiatives entered into by the Council.

1. Keep minutes of all Council meetings and e-mail votes.
2. Keep current copy of local and national By-Laws.
3. Keep copies of all Newsletters.
4. Have copies of all the 'standard' copies necessary for a weekend event. (Includes items such as Pilgrims Guides, Retreat into His Life, Cursillo Notes, Fourth Day Packet Materials.)
5. Maintain copies of contracts with camps for future scheduled weekends.
6. See that appropriate contracts have copies of contracts. (Treasurer, weekend moderator, camp coordinator, fourth day coordinator)
7. Communicate a council roster with presbytery.

## **Council Treasurer**

The Council Treasurer is responsible for keeping and maintaining the financial records and documents of the Council including a ledger listing income and expenses of the Council. The Treasurer, in cooperation with Palo Duro Presbytery, will also maintain a full accounting of the financial obligations of the Council including the maintenance of a Cursillo scholarship fund. The Treasurer will insure that an offering is collected at all Ultreyas to be deposited in the Cursillo scholarship fund account.

1. Work with Presbytery to keep records of the community's financial standing.
2. Receive a copy of all reimbursement forms prior to their being sent to Presbytery.
3. Keep Council informed on the communities' financial standings.
4. Insure that an offering is collected at all Ultreyas to be deposited in the scholarship fund.
5. Arrange for payment of National Dues \$5 per participant following each weekend.
6. Arrange for payment of all camp deposits as indicated in camp contracts.
7. Arrange for payment of all camp fees following a weekend. (Work with Observing Moderator and Camp Coordinator)

## **Fourth Day Coordinator**

The Fourth Day Coordinator will work with specific committees and persons appointed for (a) weekend Fourth Day activities, (b) renewal group formation and maintenance, and (c) scheduling Ultreyas. The Fourth Day Coordinator is responsible for keeping and maintaining an official roster of the members of the community containing current mailing addresses and phone numbers.

### **Weekend Fourth Day Activities**

1. The weekend coordinator in completing the items for each weekend.
2. Prayer banner - arrange for all time slots to be filled with name, church and town printed in appropriate size prior to their arrival at the weekend. Communicate with all prayer banner participants to remind them of their time as well as supply them with a list of all staff and participants. Palanca Chas will see that they are posted on the prayer banner.
3. Party - purchase all supplies necessary, set up and clean up following the party. Serenade - insure that there are music sheets and guitar players.
4. Cleanup - work with weekend heads regarding invitatory lists and packing of the trailer.
5. Overnight - work with camp coordinator regarding reservations necessary for meals and overnights.

### **Renewal Group Formation and Maintenance**

1. A contact person in each area would be helpful in maintaining a list of each renewal group in that area. Communicate this list with secretary for Fourth Day packet prior to a weekend.
2. Insure that each person is contacted after the weekend about joining a renewal group. (Their sponsor is usually a good way to make sure they have been contacted.)
3. Maintain a roster of all member of the community with current addresses and phone numbers. Communicate the list with all members of the community.

### **Scheduling Ultreyas**

1. Coordinate with Council in setting specific dates and contacting churches for scheduling the event.
2. Make arrangements for child care - have contact person for reservations with a cut off date. Arrange for payment if necessary.
3. Contact someone to give 4th Day Talk.
4. Arrange for paper goods for the Ultreyas.
5. Arrange for Communion for Ultreyas. (Approval of session of hosting church, elements and pastors for the service.)
6. Get the word out about the events with a reminder in the newsletter or e-mail. Have announcement with all information to be included in Fourth Day packet.

## **Outreach Coordinator**

The Outreach Coordinator will be responsible for providing information as requested to individuals or congregations who are interested in Cursillo. They will serve as a liaison with individuals outside Palo Duro Presbytery who might be interested in starting their own Cursillo Community. The Outreach Coordinator also responsible for coordinating with the National Cursillo Board and with other existing Cursillo Communities in other cities and states.

1. See that current brochures are available at all churches within the Presbytery.
2. Create and rotate displays throughout the Presbytery.
3. Actively encourage participation from all churches within the Presbytery.
4. Communicate with neighboring areas about possible participation.

## **Cursillo Moderator**

The Cursillo moderators are responsible for reporting to the Council on the progress of the plans and preparations for their Cursillo. The Cursillo moderators will present proposed staff to the Council for approval prior to notification of staff.

1. Attend all council meetings as a non-voting member; unless they also serve as an elected member of the council.
2. Keep council informed on progress of the weekend plans as they progress.
3. Communicate information about upcoming weekends to all churches in the presbytery.
4. Have list of all participating in the weekend (participants and staff) to be included in Fourth Day packet.
5. Work with registrar to see that all participants are presented to council for approval.

## **Newsletter & Publicity Coordinator**

The Newsletter and Publicity Coordinator will gather articles from Council members and 4th day members, keep a 'Dates for Calendar' section, and will also write articles as needed in order to produce a 4th day newsletter on a regular basis. Will also coordinate mailings and assist churches with articles for newsletters or other publicity about Cursillo as requested.

1. Publish and distribute newsletter quarterly; March, June, September and December.
2. Information should include submissions from the previous moderator, upcoming moderatos, 4th Day, outreach, lists of staff and participants for upcoming weekends, dates of future events (Ultreyas, future scheduled weekends), list of current council members and their roles.
3. Send newsletter out through home church using bulk permit. Submit voucher to treasurer for payment.

## **Music Coordinator**

The Music Coordinator is responsible for coordinating the recruitment, encouragement and training of musicians and for the maintenance of the Palo Duro Presbyterian Cursillo Song Books and Music Books. The Music Coordinator is also responsible for ensuring that Palo Duro Presbyterian Cursillo follows all copyright laws.

1. Account for all songbooks.
2. Have songbooks available for all Ultreyas.
3. Maintain copyrights necessary for legal standing with songbooks.

## **Palanca Coordinator**

The Palanca Coordinator is responsible for requesting, receiving and sending palanca to Cursillo events. The Palanca Coordinator will communicate lists of staff and participants to other groups with requests for individual written palanca (as appropriate, depending on the relationship with the other community). Likewise, receive lists and distribute among the Palo Duro community for response.

1. See that names of staff / participants are distributed in time to allow 4th Day time for writing palanca.
2. Distribute names for outreach weekends and see that it is delivered to the appropriate community.
3. See that general palanca is distributed to other communities for their weekends.
4. Distribute names to other communities when requested.
5. Receive palanca for Cursillo events.
6. Collect palanca (or arrange for its collection) to be delivered to the appropriate weekend.
7. Receive lists of staff / participants from other communities and ensure they are appropriately distributed.
8. Outreach weekend palanca - #1 weekend - banner, 6 pieces of individual written palanca for staff and participants, general palanca, acceptance of a block of time on the brayer banner. #2 weekend - 3 pieces of individual written palanca for staff and participants, general palanca, acceptance of a block of time on the prayer banner.
9. Coordinate with weekend head palanca person to ensure all 'bed palanca' is ready for the weekend.

## **Clergy**

The Clergy is responsible for providing guidance and may serve in any other capacity with the exception of Council Chair.

## **Nominating Committee**

Chair is appointed by council to serve with another council member and 3 additional members of the community for a 1-year term.

1. Maximum of 3 consecutive terms.
2. Give advance notice and request nominations from all Fourth Day for council members to be elected. Make requirements for service known. Committee shall consider all nominations and make their own nominations as well.
3. Secure all nominees for eligibility and willingness to serve. Eligibility - any layperson in the Palo Duro Presbyterian Cursillo Community who has served as a staff member on a weekend Cursillo retreat and is an active member of a Presbyterian Church is eligible for nomination to service on Council. It is preferred that all nominees be currently active in a renewal group.
4. Notify all Fourth Day of meeting, at least two weeks in advance (date, time and location) of election.