

CHESTER CURSILLO CONSTITUTION

Definitions

Active Cursillista: One who has attended a 3 Day Weekend and is a practising member of a Group Reunion and/or 4th Day Community

Fourth Day Community: Is a local group of Active Cursillistas meeting for local Ultreyas within the Chester Diocese.

Secretariat: to be read as Secretariat for Cursillo in the Chester Diocese as defined in Section 2 unless specifically stated otherwise

Bishop: to be read as the Bishop of Chester unless specifically stated otherwise

1. Appointment of Diocesan Lay Director (DLD) and Diocesan Spiritual Director (DSD)

The following procedure will be used for the appointment of the DLD and DSD

- The DLD and DSD are appointed by the Bishop.
- After 3 years or upon resignation of the DLD/DSD, the appointment will be reviewed by the secretariat. The Secretariat's preferred candidate is passed to the AGM/EGM, which must endorse the recommendation by at least 2:1. Failing that majority, 1 or 2 other names, together with the first name, must be submitted to a vote. Only Active Cursillistas may vote. The Secretariat will then pass either the single agreed name (unless it is the current DLD/DSD) or contested 2 or 3 names to the Bishop with the voting figures. These votes are advisory only since it is the Bishop's prerogative to appoint. Once the Bishop has made the appointment, the effective date shall be at least 6 months from the declaration to enable a smooth hand over and training between DLD/DSDs. In this interim period the serving DLD/DSD and the DLD/DSD designate will both serve on the Secretariat.
- In the event of an interregnum in Episcopal jurisdiction, the Secretariat shall have the power to appoint a "caretaker" DLD/DSD until such time as the new Bishop appointed.
- Where possible, resigning DLD/DSDs should give at least 6 months' notice to the Secretariat.
- In the event of a sudden vacancy the election of a successor will be made at an Extraordinary Meeting of the Diocesan Ultreya convened by the Secretary, with at least 4 weeks' notice to all voters defined as Active Cursillistas.

2. Diocesan Secretariat

All members of the Secretariat must be Active Cursillistas and regular communicants within Chester Diocese. The Secretariat shall consist of the following Officers:-

- Diocesan Lay Director - Chairperson
- Diocesan Spiritual Director – Vice-chairperson
- Secretary
- Palanca Secretary
- Communications Officer
- Treasurer
- Fourth Day Officer
- BACC Representative
- Weekend Co-ordinator

- New members of the Secretariat shall be elected at the AGM/EGM, having been nominated and seconded by Active Cursillistas. Appointment through election is for a period of 3 years after which the role holder may be nominated for election for a further year for a maximum of 2 times (i.e. total of 5 years).
- All Secretariat members, excluding the DSD must stand down for at least 1 year after each period of service before becoming eligible for election to any Secretariat role, subject to the following point.
- In the case of an existing member of the Secretariat being elected as DLD/DSD, they may serve as DLD/DSD for 3 years irrespective of their time in their current role and be elected for one further year if continuous service on the Secretariat is less than 5 years.
- The Secretariat should manage the timing of appointments to ensure continuity of experience within the Secretariat.
- When insufficient officers are appointed by election, the AGM can authorise the Secretariat to co-opt up to 2 extra members whose appointment shall be reviewed annually and provided 5 years continuous service rule is respected.
- The Secretariat shall have powers of temporary co-option to posts vacated between AGMs excepting the

post of DLD where the procedure described in Section 1 shall apply.

- The quorum for a legal meeting of the Secretariat shall be one half of its members to the highest number if fractional. On any voting issue, the Chairperson shall have the casting vote. Minutes of meetings will be recorded and made available to any Active Cursillista on request.
- The Secretariat is directly accountable to the Bishop in all matters concerning their jurisdiction and is obliged to adhere to the principles and practice of Cursillo as laid down by British Anglican Cursillo Council.
- The DSD and DLD are directly under the Bishop's authority.

3. Finance

- The Treasurer will be responsible for maintaining the accounts of the Cursillo Chester and reporting regularly to the Secretariat.
- The financial year shall be from 1st April to 31st March.
- At the AGM the Treasurer will present the audited accounts. The auditor cannot be a member of the Secretariat.

4. Servant Communities

The Secretariat is obliged to set up and enable the functioning of the following Servant Communities with the stated objective:-

Weekend Co-ordinator:- to facilitate the preparation of 3 Day Weekends including the training of staff. The number of weekends, dates and venues shall be decided by the Secretariat. Staffing for a Weekend will be determined by the DSD, DLD, Weekend Co-ordinator and the Lay Rector for the Weekend.

Fourth Day Officer:- to facilitate the Active Cursillistas in the development of their using the Cursillo method in small groups with the Rule of Life and an outworking of their ministry for Christ in the world.

Communications:- to enable the publication and communication of information under direction from the Secretariat. The Communications Officer is also responsible for the Chester Cursillo Website and the maintenance and control of the address databases.

Palanca:- to facilitate the incoming and outgoing palanca for the diocese. The Palanca Secretary holds a copy of the e-mail address database.

NOTE The DSD and DLD are ex officio members of any Sub Groups or Working Parties working for the Secretariat.

5. Diocesan Ultreyas

- These shall meet at least twice a year with at least 4 weeks' notice in the periodic newsletter or some other means of communication to all Active Cursillistas.
- Any Active Cursillista(s) may be asked to organise a Diocesan Ultreya, but the Secretariat will remain responsible for co-ordinating the legal and constitutional aspects.
- Each Diocesan Ultreya shall be conducted in accordance with the published Ultreya format taking care to make provision for those not familiar with UK Cursillo method since all meetings are open.
- Provision may be made during the day for a Eucharist with consent and involvement, if possible, of the local faith community.

6. Diocesan AGMs

- Each year a Diocesan Ultreya shall be preceded by the AGM.
- The AGM must be held at intervals of between 11 and 14 months.
- The casting vote shall be vested in the Chairperson unless this concerns an appointment, election, or an issue in which he/she has a direct personal interest, in which case the casting vote may be exercised by the Vice Chairperson. If both the casting votes are revoked for the reasons stated then the decision shall be subject to another vote to be taken according to an Agenda agreed by common consent of the AGM.

7. Vulnerable Persons Safeguarding Officer (VPSO)

- The Secretariat will appoint a VPSO to maintain a Vulnerable Persons Policy (which should accord with the Chester Diocesan and BACC policies) and to advise the Secretariat and Servant Communities on all matters relating to the implementation of it.
- The VPSO can be invited to join Secretariat Meetings as deemed appropriate.
- The appointment should be reviewed annually.

8. Variation

This Constitution once approved by the Diocesan AGM will become effective from the subsequent AGM.