

BY-LAWS OF THE INDIANAPOLIS EPISCOPAL *CURSILLO* ®

Article I.. NAME

The name of this organization shall be the Indianapolis Episcopal Cursillo.

Article II. PURPOSE, FUNCTION AND AUTHORIZATION

Section 1. The purpose of the Indianapolis Episcopal Cursillo is to be an instrument to renew both the Church and the world through the ministry of the laity and clergy, thereby bringing Episcopalians and other Christians to a fuller personal knowledge of their relationship to the Lord Jesus Christ and to a deeper level of apostleship* and commitment.

*Apostleship as defined by Piety, Study and Action in the Cursillo method.

The mission statement of the Indianapolis Episcopal Cursillo is:

Spiritual Renewal for Life

The goal statement is:

To provide active Episcopalians with a method to strengthen their relationship with God in order to live out their individual callings as servants for Christ.

Section 2. The function of this organization shall be to provide a method to develop Christian leaders and Christian community. The Cursillo method offers a way of living the commitment made by Episcopalians at baptism and confirmation.

- A. The Indianapolis Episcopal Cursillo accepts the content and method of the movement as developed by Bishop Juan Hervas, Eduardo Bonin, and their friends, as interpreted by the National Episcopal Cursillo. The developers provided a method by which Christians can transform the world for Christ with the support of regular contact with other Christians.
- B. The Indianapolis Episcopal Cursillo accepts the method of Group Reunion, Ultreya, the Three Day Weekend of fifteen talks, and the call to Christians to penetrate the world for Christ as defined by the *Library*** of the National Episcopal Cursillo.

- C. Although extraneous customs and practices have grown up around the Three Day Weekend, these By-laws are intended to safeguard the essentials of the Cursillo weekend and movement. To accomplish these goals and further the Fourth Day apostolic activities, the Secretariat of the Indianapolis Episcopal Cursillo is charged to examine and oversee the activities of the weekend, to assure the support of these basic aims.

** The *Library* is a set of small booklets combined in a three-ringed binder. Each booklet addresses a separate topic of the Cursillo method such as Group Reunion, Ultreya, The Three Day Weekend, The Role of Clergy, etc. It is published by the National Episcopal Cursillo.

Section 3. This organization functions within the jurisdiction and under the authority of the Bishop of the Episcopal Diocese of Indianapolis.

Article III. MEMBERSHIP

Section 1. This organization shall be open to all Episcopalians and other Christians who have attended a Cursillo weekend, or other similar three-day type weekend.

Section 2. Voting members should also be consistent in attendance at Ultreyas and Group Reunions.

Section 3. This organization has no formal dues; however, a free will offering may be taken at Ultreyas, Weekend Closings, and other gatherings of the community.

Article IV. OFFICERS

Section 1. Officers of this organization shall be the Lay Director and a Spiritual Director.

A. The Lay Director of the Secretariat shall serve as the Lay Director of the Indianapolis Episcopal Cursillo.

B. The Spiritual Director shall be appointed in January, 1985 and every third calendar year thereafter by the Bishop of the Episcopal Diocese of Indianapolis for a period of three (3) calendar years and shall assume duties at the next Secretariat meeting following appointment. Said Spiritual Director shall have voice and vote on the Secretariat and may succeed him/herself. Said Spiritual Director shall not count toward parish distribution.

Article V. SECRETARIAT

Section 1. The Secretariat shall be open to voting members of this organization.

- Section 2. The Secretariat shall consist of ten (10) lay members and two (2) clergy members to be elected for a term of three (3) years, and the Spiritual Director, appointed by the Bishop of the Episcopal Diocese of Indianapolis.
- A. One-third of the body (and not more than one clergy) shall be elected annually.
 - B. A Secretariat member elected for a three-year term shall not succeed him/herself.
 - C. Resignation or vacancies shall be filled at the discretion of the Secretariat and by a means decided upon by them. A person completing a previous Secretariat member's unexpired term shall be eligible for re-election.
 - D. A Secretariat member missing three (3) consecutive meetings for reasons other than illness shall be asked for a recommitment or a resignation.
 - E. Spouses shall not serve concurrently on the Secretariat, with the exception of the Spiritual Director's spouse.
 - F. With the exception of the Spiritual Director, only two (2) people per parish may serve on the Secretariat concurrently; only one (1) of these two (2) may be clergy.

- Section 3. Election to the Secretariat shall be as follows:
- A. Nominations for the Secretariat shall be made by a committee of retiring Secretariat members. Nominations shall also be accepted from the floor at the Annual Ultreya. All nominated persons shall be in attendance at the Annual Ultreya or shall have given permission for such nomination in writing.
 - B. Elections shall be held during the Annual Ultreya by secret ballot unless secret balloting is waived. Nominees receiving the most votes of those voting members in attendance shall be elected. Tellers for the election should be the Nominating Committee of retiring Secretariat members.
 - C. Persons voting shall be instructed to vote for:
 - 1. Four (4) lay and no (0) clergy in May 1985.
 - 2. Three (3) lay and one (1) clergy in May 1986.
 - 3. Three (3) lay and one (1) clergy in May 1987.This cycle shall repeat every three (3) years.

- Section 4. Officers of the Secretariat shall be as follows:
- Lay Director
 - Assistant Lay Director
 - Secretary

Treasurer

Spiritual Director

These officers comprise the Executive Committee.

- A. Secretariat officers, with the exception of the Spiritual Director, shall be elected by vote on secret ballot by the Secretariat at the next Secretariat meeting after the Annual Ultreya.
- B. Terms of office shall be for one (1) year and officers may be re-elected.
- C. The Lay Director and Spiritual Director shall be ex-officio members of all committees.
- D. All retiring members and newly elected Secretariat members shall attend the next Secretariat meeting after the Annual Ultreya. The retiring officers shall conduct the business of their offices at this Secretariat meeting. Retiring members shall have voice, but no vote in the election of the new Secretariat officers or other business at this meeting.

Article VI. SECRETARIAT DUTIES

Section 1. It shall be the duty of the Secretariat to:

- A. Establish organizational policy.
- B. Direct and oversee the Ultreyas and the Cursillo Weekends.
- C. Determine Rectors or Rectoras and candidates for the Cursillo weekends.
 - 1. A Rector or Rectora shall be elected not less than nine (9) months prior to the date of the weekend he or she is to serve.
 - 2. In the event that the elected Rector or Rectora is unable to serve, an Executive Committee meeting of the Secretariat shall be called within one week. The purpose of the meeting will be to address the question of lay leadership of the upcoming weekend. The Executive Committee may select the lay leadership for the weekend or refer the question back to the Secretariat for its consideration.
 - 3. Any such resignation shall be submitted to the Lay Director in writing.
- D. Oversee and direct the dissemination of palanca and the monthly newsletter.
- E. Receive and disburse the monies entrusted to the organization.

Article VII. STANDING SERVING COMMITTEES

Section 1. The Secretariat shall have Standing Serving Committees which function as the Servant Community of the Indianapolis Cursillo Community.

- A. Each Standing Serving Committee shall consist of members of the Indianapolis Episcopal Cursillo community and one appointed Secretariat member, who serves as a liaison to the Secretariat.

- Section 2. These committees shall have a chairperson, who may or may not be a Secretariat member.
- A. This person shall be selected by members of that Standing Serving Committee for a period of one (1) year and may succeed him/herself.
 - B. This chairperson shall provide a written list of members and meeting times and places to the Secretariat.
- Section 3. These committees shall meet as needed and their liaison shall report the activities of the Serving Committee at the Secretariat meetings.
- Section 4. The Standing Serving Committees and their duties shall include the following:
- A. Pre-Cursillo Serving Committee:
 1. Receive, process and screen the Weekend candidate applications.
 2. Make recommendations regarding candidates to the Secretariat for their action.
 3. Notify sponsors and the candidates' clergy concerning the candidates' acceptance for the Cursillo Weekend.
 4. Send letters of acceptance to the candidates.
 5. Check-in the candidates at the Weekend and handle any monies concerning the candidates.
 6. Disseminate information regarding the Weekend and the Cursillo movement.
 7. Work with the Education Serving Committee in educational efforts for the Fourth Day.
 8. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.
 - B. Weekend Serving Committee:
 1. Act as a liaison between the leadership of the Weekend team and the Secretariat.
 2. Make contact with the person(s) in charge of the Cursillo Weekend site and arrange particulars for the Weekend.
 3. Report information to the Secretariat concerning the Weekend site for any action.
 4. Support the Weekend Rector(a) and the team by providing additional support and services such as meals and snacks at formation meetings, the book table at the Weekend, the Agape Party, palanca, transportation to the Weekend site for team members, candidates, or Fourth Day members if necessary, relief and support for the Weekend's silent team, etc.
 5. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.

- C. Post-Cursillo Serving Committee:
 - 1. Procure sites for regularly scheduled and special Ultreyas.
 - 2. Disseminate information regarding sites and times of Group Reunions.
 - 3. Assist in coordination of the program for Ultreyas.
 - 4. Work with the Educational Serving Committee to educate the Fourth Day about Ultreyas and their procedures.
 - 5. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.

- D. Communication and Publicity Serving Committee:
 - 1. Gather information from the Standing Serving Committees and the Fourth Day to be published in the newsletter.
 - 2. Communicate necessary information to the Fourth Day Community via the newsletter.
 - 3. Educate the general public about Cursillo by submitting articles to publications such as newspapers, Diocesan publications, parish newsletters, etc.
 - 4. Act as the historian for the organization by maintaining records, lists and data.
 - 5. Communicate to the parish representatives any needed concerns or information.
 - 6. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.

- E. Education Serving Committee:
 - 1. Provide education to the Fourth Day Community and general public about the Cursillo method.
 - 2. Coordinate, work with, and support the other Standing Serving Committees in their educational efforts.
 - 3. Provide educational opportunities to the Fourth Day Community about the Cursillo method by hosting events such as Cursillo Leaders Workshops and Days of Deeper Understanding.
 - 4. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.

- F. Palanca Serving Committee:
 - 1. Support the Cursillo Community with palanca for the Weekends and other personal concerns.
 - 2. Provide palanca to other Cursillo communities and renewal movements.
 - 3. Provide palanca and outreach to the community at large.

4. Provide information to the Episcopal *Fourth Day* Publication of the National Episcopal Cursillo Committee regarding upcoming Cursillo weekends and activities of the organization.
5. Support the Cursillo movement and Secretariat in any other ways as defined by the National Episcopal Cursillo Committee and its *Library*.

G. Special Serving Committees shall be appointed by the Lay Director of the Secretariat when the need arises.

Article VIII. MEETINGS AND QUORUMS

Section 1. Meetings of this organization shall consist of:

- A. Regularly scheduled Ultreyas.
- B. The Annual Meeting, which shall occur at the first Ultreya after Easter.
- C. A Grand Ultreya, which shall be held following each Cursillo Weekend.
- D. Regularly scheduled Secretariat meetings.
- E. Special meetings of the Secretariat, which may be called by the Lay Director, the Spiritual Director, or a majority of the Secretariat members for reasons of serious import and after giving no less than three (3) days notice.
 1. Agenda items for special Secretariat meetings shall be announced at the time of notification of such meetings.
 2. Business of a special Secretariat meeting shall not concern an absentee member(s) unless such person(s) has been given due notice.

Section 2. Quorums of meetings shall be:

- A. One half plus one (1) of all filled Secretariat positions for Secretariat meetings.
- B. One half of the listed members of a Standing Serving Committee for that Committee.

Article IX. NATIONAL EPISCOPAL CURSILLO CONVENTION (NECC)

Section 1. Two (2) delegates shall represent the Indianapolis Episcopal Cursillo at the National Episcopal Cursillo Convention (NECC) each year.

- A. One (1) delegate and one (1) alternate shall be elected by the Fourth Day Community during the Annual Ultreya.
- B. One (1) delegate and one (1) alternate shall be selected by the Secretariat from current Secretariat members. This delegate is responsible for casting the Community's vote at the convention.
- C. Only one (1) delegate may be from any one parish.

- D. Both delegates shall be informed of the thinking of the Secretariat, preferably by attending Secretariat meetings prior to attending NECC.
- E. Both delegates will be asked to attend the Secretariat meeting following the NECC to report the business of the convention.

Article X. AUTHORITY

- Section 1. All matters of parliamentary procedure not specifically covered by these By-laws shall be referred to *Robert's Rules of Order, Newly Revised*.
- Section 2. The By-laws of the National Episcopal Cursillo shall be binding on the Indianapolis Episcopal Cursillo unless specified otherwise herein.
- Section 3. Final authority for the governing of the Indianapolis Episcopal Cursillo resides in the Bishop of the Episcopal Diocese of Indianapolis.

Article XI. AMENDMENTS

- Section 1. These By-laws may be amended by a two-thirds majority vote of the filled Secretariat positions at two (2) consecutive regularly scheduled meetings.

Amended and approved on November 6, 2004 by the following Secretariat members:

Dale Drake, Lay Director
Denise Bender, Assistant Lay Director
Donna Presdorf, Secretary
Beverly Badgley, Treasurer
Larry Krauser, Member
Peggy Miller, Member
Jean Petranoff, Member
Lizz Taylor, Member
Doug VanDeMark III, Member
The Rev. Karen Mosso, Member
The Rev. Mary Campbell, Spiritual Director