

Lutheran Cursillo of Southern  
California  
Secretariat Job Descriptions

**Lutheran Cursillo of Southern California  
Secretariat Officers and Committees  
Job Descriptions**

**President**

**OFFICE**

President

**TERM OF OFFICE**

One (1) Year – May not hold any other position on secretariat or in conjunction with secretariat

**EXPERIENCE**

Must have served on the Secretariat the year immediately previous to serving as President.

**RESPONSIBILITIES AND DUTIES**

- a. Lay Leader of the Secretariat
- b. Schedules Secretariat meetings and shall arrange for facility for each meeting. Shall notify the Secretariat members of the time and place of each meeting.
- c. Develops an agenda prior to each meeting.
- d. Maintains order and control of all meetings.
- e. Responsible for occasionally calling Secretariat into executive session (no visitors allowed).
- f. Interfaces with the Rector/a's concerning the scheduling and planning of Lutheran Cursillo of Southern California weekends.
- g. Interfaces with the facility where the Cursillo weekends are held, signs facility contracts and schedules upcoming weekend dates. Goes over contracts with the rector/a of the upcoming scheduled weekends.
- h. Speaks at the weekend clausura's and welcomes the new cursillista's to the family.
- i. Serves as the contact person for other three-day weekend movements concerning matters of joint interest.
- j. In the event of a tie vote, the President may cast the deciding vote.

- k. Holds orientation session for newly elected members of the Secretariat to provide them with information regarding the operation of the Secretariat and specifically their responsibilities on the Secretariat. At this same meeting will provide new members with copies of the Constitution, bylaws, job descriptions, policies and guidelines and other information pertinent to their responsibilities on the Secretariat.
  
- j. Shall serve as one of the delegates to the National Lutheran Secretariat annual meeting. In extenuating circumstances, the President may appoint another member to attend in his/her place.

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**Palanca**

<b>OFFICE</b>	Palanca
<b>TERM OF OFFICE</b>	-----
<b>EXPERIENCE</b>	None

**RESPONSIBILITIES AND DUTIES**

- a. Shall respond to requests for palanca from other Cursillo/3Day movements.
- b. Shall send palanca requests to other Cursillo /3day movements.
- c. Shall serve as general organizer amd coordinator for all palanca for each Lutheran Cursillo weekend.
- d. Shall make sure that 72 prayer support for all Lutheran Cursillo weekends is in place and is posted on the website.
- e. Shall maintain a CD with non-weekend specific palanca community letters. CD and weekend specific palanca letters to be given to Head Palanca of each weekend.

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**Newsletter**

**OFFICE**                                      Newsletter

**TERM OF OFFICE**                        -----

**EXPERIENCE**                              Computer word processing experience.

**RESPONSIBILITIES AND DUTIES**

- a. Shall be responsible for the publication of 5 newsletters per year, published 2 weeks prior to each weekend. One before each set of weekends and before each CLE weekend. The newsletter should contain relevant information regarding upcoming weekends, ultreyas, Secretariat meetings, deadline dates, English/Spanish weekend rector/a bios, team list, pilgrim list and other information deemed relevant to the life of community in Fourth Day.
- b. Maintain past issues electronically.
- c. Shall maintain a computerized database of all cursillistas, including name address, phone number/s e-mail address, weekend attended, church etc.
- d. Shall perform other responsibilities relevant to the mailing and emailing of the newsletter, copying for the weekend Sunday packet. All other published communications as directed by the Secretariat



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**Registrar**

**OFFICE**

Registrar

**TERM OF OFFICE**

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**EXPERIENCE**

Internet, excel and spreadsheet experience.

**RESPONSIBILITIES AND DUTIES**

- a. Receive and process registrations for Lutheran Cursillo of Southern California.
- b. Send confirmation letter to sponsors as soon as registration is received.
- c. Notify pilgrims of what they will need for the weekend.
- d. Provide rector/a with copy of each guest registration.
- e. Notify newsletter and weekend Head Palanca with information for publication.
- f. Assemble a sign-in book for each weekend with pertinent information to be given to Head Palanca of the weekend.
- g. In the event of cancellation of the weekend, notify all pilgrims and sponsors. Provide a new date if possible.
- h. Contact sponsors of pilgrims who cancelled attendance on a weekend to see if they are interested in a spot on the next weekend. Give list to upcoming rector/a.
- i. Maintain records of weekend information.
- j. Make sure all information on pilgrim application is complete. If questions, contact sponsor or pastor.
- k. Update website with pilgrim names.

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**Treasurer**

**OFFICE** Treasurer

**TERM OF OFFICE** -----

**EXPERIENCE** Background and experience in financial reporting.  
Experience with Excel, internet and bookkeeping.

**RESPONSIBILITIES AND DUTIES**

- a. Maintenance of Books of Account
  - Keep or cause to be kept the books of account.
  - Prepare or review the monthly bank reconciliation.
- b. Management and Accounting of moneys and investments
  - Maintain checking, savings and investment accounts as necessary to manage the funds of the organization.
  - Assume responsibility for disbursing funds as appropriate to pay all obligations of the organization.
  - Monitor the operating cash balance and alert Secretariat Board when any additional funds are needed.
  - Recommend short and long-term investment of moneys in excess of expected needs to the Secretariat Board.
- c. Reporting of Financial Activity and Status
  - Prepare or review and present financial statement to the Secretariat Board on a monthly basis. The statements should include period and year-to-date income and expenses, cash, investment and debt balances in operating and designed funds.
- d. Budget Process
  - Prepare an annual operating budget for approval at the annual Secretariat meeting each year. The proposed budget shall be made available prior to the annual meeting.
  - The fiscal year for the organization is July 1 through June 31.
- e. Annual Tax Return
  - Responsible for filing the annual return for organizations exempt from Income tax (Form 990) for IRS and applicable California State return. Due as soon after July 1 and before September 1.
- f. Other
  - Provide checks for Head positions of each weekend and for facility use.



- Update and maintain documentation relevant to the position of Treasurer.
- Perform such other duties as may be required from time to time by the Secretariat Board.
- If there are changes in the address of the PO BOX, all parties need to be notified, Secretary of State (Incorporation), non-profit status, insurance companies, vendors, etc.

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**Secretary**

**OFFICE** Secretary

**TERM OF OFFICE** -----

**EXPERIENCE** Computer word processing experience preferable.

**RESPONSIBILITIES AND DUTIES**

- a. Shall record minutes of each meeting and ensure that each Secretariat member has a copy within two weeks after the meeting.
- b. Work with the Vice-President to assure that the Constitution, Bylaws and procedures are maintained and updated. Maintain on file an updated copy of each document.
- c. Keep any and all correspondence current.
- d. Summarize actions taken at the monthly Secretariat meetings for publication in the newsletter.
- e. Keep a sortable index of actions taken by the Secretariat. This will help the board keep track of issues which it has already decided. This index will be kept electronically and printed out as needed.
- f. Shall update and maintain documentation relevant to the position of Secretary.

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**Spiritual Director**

<b>OFFICE</b>	Spiritual Director
<b>TERM OF OFFICE</b>	One (1) year. Appointed by the President of Secretariat.
<b>EXPERIENCE</b>	Must have served on at least one team and be an ordained Lutheran pastor.

**RESPONSIBILITIES AND DUTIES**

- a. Shall provide spiritual direction to the secretariat.
- b. Assure that at least one Spiritual Director is in attendance at each Secretariat meeting.
- c. Assist in the rector/a process.
- d. Be the primary contact with other Lutheran clergy
- e. Maintain and update documentation relevant to the position.
- f. Maintain clergy roster.
- g. Maintain and update spiritual directors manual.

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**Trainer**

<b>OFFICE</b>	<b>Trainer</b>
<b>TERM OF OFFICE</b>	-----
<b>EXPERIENCE</b>	-----

**RESPONSIBILITIES AND DUTIES**

- a. Shall be responsible for maintaining and updating all weekend training materials for rector/a.
- b. Shall be responsible for supplying rector/a with training materials via email, disc, flash drive and notebook.
- c. Shall be responsible for training rector/a and any of the core team if necessary.

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**Ultreya**

<b>OFFICE</b>	Ultreya
<b>TERM OF OFFICE</b>	-----
<b>EXPERIENCE</b>	-----

**RESPONSIBILITIES AND DUTIES**

- a. Shall schedule monthly ultreyas. Preferably for the whole year.
- b. Shall put notification up on the website regarding ultreya location and the pastor that will be presiding at the ultreya.
- c. Shall send host church all pertinent information, such as ultreya format, babysitting guidelines etc.
- d. Shall instruct and help host church, if necessary to secure a music team for the ultreya.
- e. Shall notify the Secretariat of the ultreya schedule and location.

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**Vice President**

**OFFICE** Vice President

**TERM OF OFFICE** One (1) Year

**EXPERIENCE** None

**RESPONSIBILITIES AND DUTIES**

- a. Shall perform the duties of President when the President is incapacitated, absent or circumstances require.
- b. Shall serve as Parliamentarian.
- c. Shall maintain and update Constitution, By-Laws, Job Descriptions of the Secretariat, policies and guidelines.
- d. May hold any other secretariat position simultaneously, with the exception of President.