The Episcopal Diocese of Texas
Cursillo Secretariat

COMMUNICATION CHAIRPERSON

Secretariat Approved October 16, 2004

1.General Information

- Active in 4th Day
- Committee Chair of the Secretariat
- Does not have to be a member of the Secretariat
- Encouraged to regularly attend Secretariat meetings.
- Serves for an unspecified length of time at the discretion of the Lay Director
- Has voice

2.Job Description

- Maintains contact with the Secretariat
- Follows the instructions of the Secretariat
- Informs Secretariat of any problems/concerns
- Sends out a quarterly newsletter addressing:
  - Current events offered
  - Upcoming events of interest
  - Dates for Cursillo weekends
  - Clausura dates of the Cursillo weekends
  - Articles of interest from National Episcopal Cursillo
  - Articles of interest written by Cursillistas
- Maintains a list of Cursillistas who receive the newsletter
- Ensures information in newsletter is current and correct