

CONVOCATIONAL CONTACT

Secretariat Approved January 12, 2002

Secretariat Approved May 15, 2004

1. General Information

- ⑩ Active in 4th Day
- ⑩ 3 year term
- ⑩ Encouraged to attend all regular Secretariat meetings.
- ⑩ Has voice only

2. Job Description

- ⑩ Rector/a Kit
 - ⑩ Keeps up-Dated to include:
 - ⑩ List of Secretariat Members, Chairpersons, and Contacts
 - ⑩ List of DOT Cursillo weekends including name, date, Rector/a, and Spiritual Advisor
 - ⑩ Check that kit is complete before it is given to a Rector/a
 - ⑩ Check that kit is complete when returned by the Rector/a
 - ⑩ Reports recommendations to Convocational Representative
 - ⑩ Circulates books from the Cursillo Library to members of the convocation
 - ⑩ Distributes Team Applications. Collect and distribute to Rector/a, keep applications up-dated
 - ⑩ Encouraged to attend Secretariat meetings
 - ⑩ To discuss possible changes to the kits
 - ⑩ To be a part of and know what the Secretariat is doing
 - ⑩ Works with External Palanca Chairperson
 - ⑩ Creates and distribute external palanca requests from the Diocese of Texas
 - ⑩ Works with Parish Contacts to fulfill all the above. Establishes and maintains data base of all Cursillistas in the convocation.
 - ⑩ Prays for the movement and leaders.