

REGISTRAR

Secretariat Approved May 15, 2004

1. General Information

- ⑩ Active in 4th Day
- ⑩ Officer of the Secretariat
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Registers attendees for all Cursillo weekends in the Diocese of Texas (DOT)
- ⑩ Serves for an unspecified length of time at discretion of the Secretariat
- ⑩ Has voice

2. Job Description

- ⑩ Provides applications to every parish/mission in DOT for each Cursillo weekend
- ⑩ Accepts applications on 1st come, 1st serve basis - limit 4/parish
 - ⑩ Note: If a Cursillo weekend remains unfilled after the deadline, a parish with applicants waiting to attend may send a maximum of 6 per Cursillo.
- ⑩ Sends Letters
 - ⑩ Acceptance letter to each applicant to include a Cursillo brochure and a map to Camp Allen
 - ⑩ Sponsor letter to each sponsor.
- ⑩ Once the deadline for registration for a Cursillo weekend has passed, the weekend is considered closed
- ⑩ Sends a list of team members and participants to every parish/mission in DOT, including number and name of the Cursillo weekend
- ⑩ Divides participants into decurias
 - ⑩ 6 or 7 depending on the wishes of the weekend Rector(a)
 - ⑩ List provided to the Rector(a) and Head Cha Cha
- ⑩ Assigns rooms and prepares Room Assignment List, to include information provided in special needs area of application considered.
 - ⑩ List provided to Camp Allen staff
 - ⑩ List provided to Rector(a) and Head Cha Cha
- ⑩ Creates a Participant List to be copied and given to participants which includes:
 - ⑩ Name
 - ⑩ Address
 - ⑩ Phone number
 - ⑩ Birthday and
 - ⑩ Email address
- ⑩ Provides Participant List to Rector(a) and Head Cha Cha
- ⑩ Maintains data base of all participants attending each Cursillo weekend.

- Ⓣ Collects fees for the weekend
 - Ⓣ Team members
 - Ⓣ Head Cha Cha collects and gives to Registrar
 - Ⓣ Candidates
 - Ⓣ Send money with application
 - Ⓣ Sends all checks to Treasurer for deposit
 - Ⓣ Note any scholarship(s) given
 - Ⓣ Team member (up to 3) and amount (up to 50%)
 - Ⓣ Candidate (up to 3) and amount (up to 50%)
- Ⓣ After the weekend is completed the Registrar sends applications of all participants to the Diocesan Historian
- Ⓣ Maintains information for registrar's web site: www.texascursillo.org
- Ⓣ Maintains positive communication among the diocesan office, secretariat members, convocational contacts, parishes/missions, parishioners, and any other individuals interested in Cursillo
- Ⓣ Stays informed of decisions made by Cursillo Secretariat of the DOT.