

## SERVANT COMMUNITY COORDINATOR

Reference to Servant Community booklet of NEC Library  
Secretariat Approved October 16, 2004

### 1. General Information

- ⑩ Active in 4<sup>th</sup> Day
- ⑩ Committee Chair of the Secretariat
- ⑩ Does not have to be a member of the Secretariat
- ⑩ Encouraged to regularly attend Secretariat meetings
- ⑩ Serves for an unspecified length of time at the discretion of the Lay Director
- ⑩ Has voice

### 2. Job Description

- ⑩ Provides service to the whole movement by:
  - ⑩ encouraging others to live the life in grace
  - ⑩ encouraging others to be diligent in practices of prayer, study, action, Spiritual direction and adherence to the faith and practice of the Episcopal Church
- ⑩ Organizes and recruits Cursillistas for the Servant Community
- ⑩ Serves as the working arm of the Secretariat
- ⑩ Maintains contact with the Secretariat
- ⑩ Follows the instructions of the Secretariat
- ⑩ Informs the Secretariat of any problems/concerns
- ⑩ Gives a yearly report in February on efforts of the previous year
- ⑩ Is responsible for implementing the Pastoral Plan which is derived from the work and vote of the Secretariat with the approval of the Bishop
- ⑩ Organizes committees with at least one Secretariat member on each to serve as committee chairs. Committees can be formed to address the following:
  - ⑩ Pre-Cursillo
  - ⑩ Cursillo (3 day weekend)
  - ⑩ Post-Cursillo
  - ⑩ Communications and Publications