

**Fargo Diocese Cursillo
Secretariat Meeting**

July 22, 2012
Carrington, ND

Attendance:

Deacon Jim Eggl	Joy Olson	Ben Seitz
Father Duaine Cote	Sandi Horsager	Randy Axtman
Gary Horsager	Doran Chandler	

1. The Meeting opened with the Leaders Prayer and all shared a close moment. There were two additions to the agenda: Discussion of the Regional Meeting and an update on the Cursillo Website.
2. Minutes from the previous meeting were had been forwarded via email previously so they were not read aloud. A motion to approve the minutes was offered by Ben Seitz and seconded by Doran Chandler—all voted to approve the minutes.

3. Treasury Report:

Beginning Balance	\$20,437.98
Deposits	\$ 115.00
Expenses	\$ 2,899.77
Current Balance	\$ 17,653.21

Motion to approve by Ben Seitz, seconded by Randy Axtman—voted and approved by all.

4. Old Business

a. Rector/Rectora Training Workshop Dates & Times

- i. There was a long discussion on the Training Workshops for Rectors and Rectoras. In the future these workshops will not be necessary as all of the training will be occurring year around in the School of Leaders. It was determined to cancel the training this year for the following reasons:
 1. There is no need for the training—read the Leader’s Manual and the Cursillo Handbook and follow it.
 2. All of the Rectors and Rectoras scheduled this year are experienced
- ii. What we will do instead of the in person training
 1. Gary will forward a letter to each Rector and Rectora instructing them on the expectations and team requirements for the weekend. He will follow up with a phone call to discuss and answer questions.
 2. Father Cote will get the names of all Spiritual Directors and follow the same procedure as Gary listed above.
 3. Deacon Jim Eggl will get the names of all Assistant Spiritual Directors and follow the same procedures as Gary listed above
 4. Gary will get the names of all back table personnel and will forward to Father Cote and Deacon Eggl.

- iii. Motion to approve by Ben Seitz, seconded by Doran Chandler—voted and approved by all.
- b. Correspondence from Regional Director, Jim Wells (Regional Conference April 2013)
 - i. Jim Wells, Cursillo Regional Director, requested a site to volunteer to host the 2013 Regional Encounter April 26-28, 2013.
 - ii. Father Cote contacted Sister Susan at the Sisters of St Francis Retreat Facility in Hankinson and it is available. He had her pencil in a reservation for us.
 - iii. A sub-committee consisting of Ben, Doran and Deacon Eggl was formed to oversee the planning of the event.
 - iv. All members of the School of Leaders and all 4th Day Cusillistas are encouraged to attend
 - v. *(After the Secretariat Meeting it was discovered that another site was selected for the Regional Encounter in April 2013. Father Cote has notified Sister Susan that we will not be in need of the Retreat Center at that time.)*

c. Dates for upcoming Cursillo

Location	Date	Rector/Rectora
Belcourt Men	TBD	Dave Azure
Belcourt Women	TBD	Marietta Good
Hankinson Men	March 14-17	Myron Jabs
Hankinson Women	April 18-24	Joy Olson
Harvey Men	January 24-27	Nick Schmaltz
Harvey Women	February 21-24	Laurie Wiederrich

*The Rectors and Rectoras need to notify Father Cote who the Spiritual Directors and Assistant Spiritual Directors for their weekends will be as soon as possible.

d. School of Leaders (SCOL)

- i. Ben led a lengthy discussion of the implementation of the SCOL:
- ii. Organizational Structure
 - 1. The Secretariat will be made up of 10 Members (Reference: Leaders Manual Page 68)
 - a. Lay Director, Asst Lay Director, Secretary, Treasurer
 - b. Spiritual Director and Assistant Spiritual Director
 - c. Section Leader from the four sections outlined below
 - 2. Four Sections and Roles (Reference: Leaders Manual Page 62)—although the Leaders Manual does not stipulate a section called the “School of Leaders”—it was discussed and deemed important to have one small section to oversee the SCOL to ensure appropriate

organization, training and oversight for the broader SCOL. For that reason a separate section called the “School of Leaders” will be formed.

3. The following is a breakdown of the responsibilities of each section.
 - a. School of Leaders
 - i. Organize and develop training
 - ii. Schedule all SOL Meetings and Develop Agendas
 - iii. Publish the Good News Dispatch (Monthly)
 - iv. Maintain the Diocesan Website
 - b. Pre Cursillo
 - i. Train Sponsors
 - ii. Actively Seek Candidates
 - iii. Prepare Candidates for Cursillo Weekend
 - iv. Distribute Palanca Letters to Worldwide Cursillo
 - v. Provide Articles for Good News Dispatch
 - c. Cursillo
 - i. Schedule weekend Cursillos—develop a 3-year plan
 - ii. Select Rectors and Rectoras for each weekend and provide training
 1. All members of Conference Room Team must be members of SCOL
 - iii. Prepare Diocesan wide application form for Weekends
 - iv. Publicize Men’s & Women’s weekends via website, GND Articles, New Earth & Radio
 - v. Maintain Weekend Kits (4 sets: Belcourt, Valley City, Harvey & Hankinson)
 - d. Post Cursillo
 - i. Schedule, plan and hold monthly Ultreyas throughout Diocese
 1. Provide training on witness talks to all.
 - ii. Maintain Electronic List of all Cursillistas
 - iii. Maintain Electronic List of all Small Groups in Diocese

- iv. Publicize Ultreyas via website, GND Articles, New Earth & Radio
 - iii. School of Leaders Membership
 1. Qualifications
 - a. Must have attended a Cursillo Weekend
 - b. Must be grouping at least once per month outside of SCOL
 2. How members are assigned to each section
 - a. By Choice? By Region? It was decided that members would be appointed to particular sections. Too difficult to try and figure out what section each person would prefer.
 - b. Need to have section meetings as part of every SCOL Meeting
 - iv. School of Leaders Meetings
 1. Meeting Schedule and Agenda—See Leader’s Manual Page 64
 - a. Each SCOL meeting will last 2 hours and be scheduled on Saturday afternoons on dates that coincide with Ultreyas.
 2. Frequency of Meetings
 - a. In conjunction with Ultreyas every other month
 - b. SCOL—Mass—Ultreya
 3. Mode of Communication
 - a. Initially it will be regional face to face meetings
 - b. Moving toward an electronic medium—video teleconference
 4. Training Materials
 - a. Many available on National Website, but will take much work on the part of the School of Leaders Section to organize and develop the training
 - v. Timetable for Implementation
 1. 19 Members are currently signed up for the SCOL (See Attached)
 2. Originally had targeted August 1, 2012 for implementation, but we cannot get everything in place that we need so a date will be set for implementation at the next Secretariat meeting
 - vi. Secretariat Members that do not hold an office need to step forward and volunteer to head up one of the sections. Those members that were present volunteered as follows. Those who were not present may volunteer via email

and begin the process of establishing those sections based upon the duties outlined above.

School of Leaders	Ben Seitz
Pre Cursillo	TBD
Cursillo	Sandi Horsager
Post Cursillo	TBD

Those members of the Secretariat that were not present are asked to volunteer ASAP for a section are: Fran Joramo, Leonard Keplin, Barb Poitra

The following is a draft list of the SCOL broken down by section:

School of Leaders	Pre Cursillo	Cursillo	Post Cursillo
Ben Seitz	TBD	Sandi Horsager	TBD
Doran Chandler	Deb Leitner	Joy Olson	Jeff Bates
Carol Jabs	Luke St Clair	Norm Olson	Jennine Seitz
	Gary Baasch	Myron Jabs	Nancy Orthman
	Gary Horsager	John Clark	Liz Chandler

- e. Regional Conference: Father Cote will be attending the Regional Conference in Kansas City September 28 thru October 1. We need one other person is needed to attend this with Father Cote.
 - i. Costs will be paid to include \$0.55 per mile for those that drive and \$25 for food and actual cost of lodging for those attending the event. Motion to approve by Ben Seitz, seconded by Joy Olson—voted and approved by all.
- f. Cursillo Website
 - i. Ben briefed that the Cursillo website has changed. The Diocese has completely revised it website management and provided the Cursillo Movement the opportunity to be part of the new plan which was approved previously. The new website is www.cursillond.org
 - ii. Ben attended training and the website will be updated in the near future.
- 5. Next Meeting: September 16, 2012 Carrington ND at 1:30 PM
- 6. Motion to adjourn the meeting was made by Joy Olson, seconded by Sandi Horsager—voted and approved by all.

Respectfully Submitted

Ben A Seitz