

**SERVANT COMMUNITY DIRECTOR:** The main focus of this position is to recruit, oversee and develop the Servant Community which exists to assist the Secretariat in the oversight of the Cursillo Fellowship. The Servant Community is made up of the following positions: Pre-Cursillo Coordinator; Three Day Weekend Coordinator, Fourth Day Coordinator, Music Coordinator, Communications Coordinator and Palanca Coordinator. The Servant Community meets four times a year, usually in February, April, September and November. The Servant Community Director is a voting member of the Secretariat and therefore attends the monthly Secretariat meetings on the first Friday of every month.

**TREASURER:** The treasurer is a voting member of the Secretariat and is responsible for all monies dispersed and therefore documents all transactions.

The treasurer prepares a monthly report to be presented at the Secretariat meetings as well as preparing the annual budget and preparing for the annual review of the books each year.

**COMPTROLLER:** The comptroller is responsible for collecting all monies and keeping records of all monies received into the Fellowship through individual donations, team and candidate fees, Ultreyas, and special offerings. It is the job of the Comptroller to see that someone is in charge of taking an offering at all Clausuras and monthly Ultreyas. The comptroller is a voting member of the Secretariat.

**THREE DAY WEEKEND COORDINATOR:** The coordinator is responsible for maintaining team books and rector's manuals, ordering supplies for the 3 Day Weekends, maintaining and ordering of the Cursillo Closet at Claggett, taking an inventory after each weekend, receiving team applications for each weekend, and for maintaining the Cha boxes. It is also the responsibility of the Weekend Coordinator to meet with and advise the rectors for each weekend. This is a Servant Community position so attendance at monthly Secretariat meetings is not required but encouraged. Attendance at the quarterly meetings of the Servant Community is required.

**MUSIC COORDINATOR:** This is also a Servant Community position, requiring attendance at the quarterly meetings. The Music Coordinator is responsible for overseeing the maintenance of all musical equipment owned by the Fellowship, overheads, songbooks, the annual renewal of the CCLI license necessary for copyright permissions, maintaining a list of musicians, periodically organizing a music workshop to encourage the development of musicians within the movement and providing music leadership for special events in the life of the Fellowship (e.g. Annual Diocesan Ultreya, recruiting musicians for the various Ultreyas,)

**AREA REPRESENTATIVES:** The Area Representatives are the direct link between members of the Fellowship and the Secretariat. They are voting members of the Secretariat and therefore are expected to attend the monthly meetings. They are responsible for communicating concerns of Cursillistas to the Secretariat and are asked to regularly attend Ultreyas in their respective regions in order to support and advise Ultreya leaders and develop parish liaisons. They also serve as a line of communication between the Secretariat and the wider Fellowship.