

# **Internal Regulations of The Cursillo Movement, Vietnamese Branch of the Diocese of San Jose, CA**

## **INTRODUCTION**

The Cursillo Movement is not an organization although it has certain organizational elements. The Movement utilizes them only to a level necessary to function and achieve purposes of the Cursillo. As it has a responsibility to achieve these purposes, it requires certain authorities and an organizational body. The Secretariat Office brings life to this organizational body, pushes all works and activities within the Movement in all 3 stages, and it has authority vested by the Bishop of the local diocese to realize fully all distinct characteristics of the Movement which follow standards and criteria guided and confirmed by the National Secretariat Office.

The purpose of the Movement is to ferment, to evangelize environments, to spread the Good News into environments to help create and strengthen Christian communities. To evangelize is to help people in their world live a Christian life naturally and according to the way the Cursillo Movement invites.

Based on the founding materials and the ideology of the Cursillo Movement, the Internal Regulations have been compiled and disseminated in order to provide guidance to organize the infrastructure, its many parts, and how to operate activities of the Cursillo Movement, Vietnamese Branch, of the Diocese of San Jose, CA.

The provisions in the Internal Regulations should be understood merely as guidelines. The Movement operates in love and unity, and its members help each other to do best what Lord Jesus Christ entrusts to the Movement with the vesting of the Bishop of the Diocese.

## **CHAPTER I**

### **Terminology - Purposes - Locations of Activities**

#### **Clause 1.**

The Movement is a self-governed organization under the direct steering of the Bishop. It looks up to its Leader and its Spiritual Leader Priest for instructions. It is a branch of the Cursillo Movement of the San Jose Diocese, accepting and welcoming Vietnamese-speaking Cursillistas. The Movement has the official name as The Cursillo Movement, Vietnamese Branch – San Jose Diocese.

#### **Clause 2.**

The purposes to form the Cursillo Movement, Vietnamese Branch – San Jose Diocese are:

- 2.1 Help cursillistas as true Christians to live and share life experiences to the way Saint Paul once said “I live; yet not I, but Christ lives in me”.
- 2.2 Help cursillistas to discover and to realize their special callings so that they actively give themselves to the mission of building God’s Kingdom in the present world.

- 2.3 Build up and foster small Christian groups and group environments in order for members to have activities and sharing to help them grow in their blessed lives.
- 2.4 Evangelize surrounding environments with individual cursillistas and small groups as witnesses within their own living situations and activities.
- 2.5 Evangelize environments of Vietnamese communities, or activities of Vietnamese communities in San Jose Diocese, Catholic as well as non-Catholics, in a mission to announce the Good News.

**Clause 3.**

Facilities for activities of the Movement are to be selected for the most convenience by the Secretariat Office.

## **CHAPTER II Membership**

**Clause 4.**

The Movement welcomes all Vietnamese-speaking cursillistas. There should be no distinctions between priests, religious people, or lay members of the Church as they all voluntarily participate in activities of the Movement.

**Clause 5.**

All cursillistas participating in the Movement are invited to be parts of all regular activities of the Movement such as Small Group Meeting, General Assembly Ultreya, School of Leaders, retreats, reflection workshops of the Movement.

**Clause 6.**

All cursillistas are asked to share the cost of running the Movement through annual contributions of the membership that the Secretariat Office suggests each year.

## **CHAPTER III Mechanics and Responsibilities**

**Clause 7.**

Activities in The Movement extend to many areas for cursillistas, but in order to carry out the mission and purposes of the Movement with concrete activities, the Movement is operated through 2 main mechanics. They have different responsibilities but they always coordinate and support each other. They are:

- **School of Leaders** and
- **The Diocesan Secretariat**

### **School of Leaders**

## **Clause 8.**

The School of Leaders gathers cursillistas that earnestly care for the Cursillo Movement, choose it to be their main area of activities, are determined to orient their life according to the guidance of Lord Jesus Christ, the Most Holy Teacher, at the same time have the zeal to actively contribute to strengthening and development of the Movement and participate voluntarily and frequently activities of the Movement.

## **Clause 9.**

The responsibility of the School of Leaders is to study and to come up with plans to nurture and develop the Movement in order to improve world environments through **Sanctification, Teaching, and Communion.**

**Sanctification:** Helps and encourages each cursillista to self-discover his/her own discipleship, to live actively following the Most Holy Teacher, to participate with fervor in pastoral work of the Church Militant, to express love in all circumstances and to sacrifice to serve others.

**Teaching :** Trains cursillistas to become Christian leaders in the Movement through a process of learning of the aspect of Devotion, Learning, and Action. These training processes are realized through Small Group Meetings, General Assembly Ultreya, sessions of Leaders, reflection workshops, and retreats.

**Communion :** Helps cursillistas to unite, bond, and share with each other in a spirit of mutual trust and respect, liberty, equality, humility, and unity.

**Clause 10.** The School of Leaders is run by the Office of the School of Leaders, which is elected by the School and accepted by the Spiritual Leader Priest. It consists of the Head of the School of Leaders and specialized assisting staffs who are invited by the Head of the School and are accepted by the Spiritual Leader Priest.

The term of office for the Head of the School of Leaders is three (3) years, but he/she can choose to run for two (2) consecutive terms. The term of office for specialized assisting staffs is three (3) years, but there is no limitation on re-elections for these positions.

The Head of the School of Leaders is elected in a special session of the expanded Secretariat Office or in a gathering in the School of Leaders called by the Spiritual Leader Priest.

## **Conditions for election or nomination of a person as an assisting staff of the Head of the School of Leaders**

- Must participate in the School of Leaders regularly.
- Is a member of the Diocesan Secretariat and a member of the School of Leaders for a minimum of one (1) year.
- Proves to have skills suitable for the work.
- Has the zeal for the Movement.

- Does not involve in well-known issues that may have bad effects for the Movement.

**10.1 Head of the School of Leaders :** generally coordinates human resources and activities of the School of Leaders for research and for coming up plans to realize purposes of the School of Leaders. The Head of the School needs to discuss, gather opinions, and coordinates closely with the Secretariat Office in activities of the Movement, and attends meetings of the Secretariat Office to contribute ideas.

**10.2 Assisting Staffs of the School of Leaders :** assist the Head of the School of Leaders in functions such as improving cursillistas' knowledge pertaining to the Movement or training people for reflection workshops, or represent the Head of the School during his/her absence.

**10.3 Assistant of Materials :** helps the Head of the School of Leaders in compiling, translating, and publishing materials, and in document control of materials of the Movement.

**10.4** Based on needs, the School of Leaders can add and assign more assistants for other functions so that they can take care of necessary works.

## **The Diocesan Secretariat**

**Clause 11.** The Diocesan Secretariat has the general responsibility of executing activities of the Movement based on pastoral plans of the Diocese Bishop specially for Vietnamese people. It carries out plans to serve, maintain, and develop the Movement in the spirit of unity and love within the Movement and within the Church.

**Clause 12.** the Diocesan Secretariat has the following body:

- 12.1 Lay of Director
- 12.2 Asst. Lay of Director
- 12.3 Secretary
- 12.4 Treasurer
- 12.5 Head of PreCursillo Group
- 12.6 Head of 3-Days Cursillo
- 12.7 Head of PostCursillo Group
- 12.8 Head of Communications Group

**Clause 13.** The term of office for Lay Director and Asst. Lay Director of the Movement is three (3) years, and they can choose to serve two (2) consecutive terms in the same positions.

The term of office of other positions in the Diocesan Secretariat is three (3) years and there is no limit on re-election.

The Lay Director of the Movement is elected by an expanded Diocesan Secretariat, or in a gathering of the School of Leaders called by the Spiritual Leader Priest.

Positions of the Asst. Lay Director, Secretary, Treasurer, and Heads of Groups in the Diocesan Secretariat are by invitations from the Lay Director with the approval of the Spiritual Leader Priest.

## **Conditions for the election or nomination to the position of the Lay Director of the Movement :**

- Must participate regularly with the Movement in activities of Small Group Meetings, Ultreya, School of Leaders, retreats, and reflection workshops of the Movement.
- Is a member of the Diocesan Secretariat for a minimum of one (1) year.
- Proves to have skills suitable for running the Movement.
- Has love and zeal for the Movement.
- Does not involve in well-known cases which may have negative effects to the Movement.

### **Clause 14. Responsibilities of Members of the Diocesan Secretariat:**

**14.1 Lay of Director of the Movement :** coordinates generally all activities of the Movement, executes works of the Diocesan Secretariat, chairs meetings, helps out in groups' business matters when necessary, authorizes operating spending of the Movement, represents the Movement in activities with other organizations and at diocese, regional, and national levels, and reports Movement activities in these meetings. He/she compiles annual calendars of the Movement activities.

**14.2 Asst. Lay of Director of the Movement :** helps the Lay of Director of the Movement by contributing opinions and ideas on activities of the Movement, carries out works the Lay of Director asks for especially in supporting strengthening Small Group Meeting and General Assembly Ultreya, and represents the Lay Director of the Movement in his/her absence.

**14.3 Secretary :** responsible for writing minutes of meetings, distributing minutes, sending out mails, archiving documents and updating the list of addresses of all Cursillistas in the Movement.

**14.4 Treasurer :** takes care of financial matters of the Movement, provides a monthly financial report to the Diocesan Secretariat and presents the situation of account receivables and account payables.

**14.5 Head of Pre-Cursillo Group :** studies environments, selects environments to disseminate and invite people to attend Movement retreats, picks retreatants through a review process, keeps records and creates a roster of 3-day retreatants. He/she also solicits for prayers and Palancas for all retreats, communicates and organizes meetings of sponsors of retreatants.

**14.6 Head of 3-Day Cursillo :** coordinates with The School of Leaders to arrange and organize eight (8) weeks of prayers and reflections prior 3-day retreats, supplies related and needed materials for Retreat Executive Team to organize 3-day Cursillo retreats.

**14.7 Head of Post-Cursillo Group :** organizes small groups, pushes, helps, maintains, raises the spirit for actions in small groups, exhorts and encourages small groups to attend General Assembly Ultreya and the School of Leaders often in order for cursillistas to live faithfully the Fourth-Day life. He/she launches propagandas for

participation of humane pastoral missions. The PostCursillo Group can expand more into sub-groups to take care of the Fourth-Day activities of the Movement according to its needs.

**14.8 Head of Communication Group** : disseminates news, announces activities, publishes tactics and directions of the Movement, and shares contemplations for the purpose of evangelizing environments by communication means such as Ultreya Bulletins and the web site of the Movement.

**Clause 15.** The relationship of the Dioscean Secretariat with the Regional and National Secretariats must be built and maintained for the support of the Cursillo Movement on both mental and material aspects, whereas the mental aspect is prayers and Palancas, and the material aspect is financial contributions up to a requested degree.

**Clause 16.** The Diocesan Secretariat must accomplish the Cursillo Movement in the Diocese exactly according to its characteristics and basis presented in documents of the Movement.

## **CHAPTER IV**

### **Spiritual Leader of the Movement**

**Clause 17.** The Movement is guided in spirit by a priest appointed by the local Bishop. The responsibilities of the Spiritual Leader Priest are to provide guidance in learning self-virtue, teaching catechism and theology of the Church that is related to activities of the Movement. The Spiritual Leader Priest also has the responsibility as an advisor of the Diocesan Secretariat and the School of Leaders in coming up with plans suitable for pastoral programs of the Diocese Bishop.

**Clause 18.** The Spiritual Leader Priest of the Movement needs to attend meetings of the Diocesan Secretariat and the School of Leaders to provide guidance and ideas.

## **CHAPTER V**

### **Activities of the Movement**

**Clause 19.** Activities of the Movement has the characteristics of invitation and encouragement rather than obligation. Members voluntarily join the Movement and voluntarily participate activities of the Movement such as small group meeting, General Assembly Ultreya, activities in the School of Leaders, prayer & reflection workshops, and the annual retreat of the Movement, and also voluntarily join pastoral and humane missions of the Movement.

**Clause 20.** Small group meeting is encouraged to happen at least once a month, for the purpose of living God's Words, sharing personal contemplations, experiences in Devotion, Learning, and Action among group members, at the same time planning pastoral missions for the group or for individual members. All is to help each group member to live with a basis to become a true Christian sincerely, continually, and progressively.

**Clause 21.** The General Assembly Ultreya is organized at least once a month for all cursillistas for the purpose of gathering together for prayers, witness talks, and exchanging experiences in evangelization of environments, at the same time creating fellowship among members of the

Movement to support each other on pastoral missions. Ultreya is a collective community consisting of several groups all for the mission of evangelizing environments of the present world.

**Clause 22.** The 3-Day Cursillo Retreat, Reflection Weeks, Retreats, the Tradition Celebration Day are established based on the need and practical circumstances of the region. The purpose of these events are to create opportunities for cursillistas and retreatants to meet, to learn, and to live with Jesus Christ and in Christian community:

- **3-Day Cursillo Retreat** : to communicate to new cursillistas ideology and basic techniques of the Movement, at the same time prepares each cursillista to go into environments to announce the Good News.
- **Reflection Weeks** : Eight (8) reflection weeks organized before the 3-day retreat are to pray, learn, and to prepare for activities of helpers and operation of the 3-day retreat.
- **The Annual Retreat** : is for the purpose of helping cursillistas to consecrate and to enrich their spiritual life, and helping them to stay with those pledges made with Lord Jesus Christ and the Movement.

**Clause 22 : Supplement 1.**

- **The Tradition Celebration Day** : creates opportunities for cursillistas to meet others at least once a year, for cursillistas to have a chance to return to the great Cursillo family after months of activities in their own environments in the spirit of “One hand to hold on to God, one hand to hold on to brothers and sisters”. This is also the chance to celebrate and honor Saint Paul, the Movement Patron Saint, and to welcome the New Year together.

**Clause 23.** All activities of the School of Leaders have a purpose of creating opportunities for members to study Lord Jesus Christ, the Church, tactics, methods, and techniques of the Movement. All members of the Movement are invited and urged to attend activities of the School of Leaders.

## **CHAPTER VI**

### **Effects - Changes**

**Clause 24.** These Internal Regulations are compiled and ratified by the Diocesan Secretariat, the School of Leaders, and the Spiritual Leader Priest. They are to be applied and executed within the Cursillo Movement, Vietnamese Branch, San Jose Diocese. These Internal Regulations are promulgated to replace all previous temporary guidelines.

**Clause 25.** Changes to these Internal Regulations can be proposed by any member of the Diocesan Secretariat. Changes can be realized with the agreement of the Spiritual Leader Priest in any ordinary meeting of the Secretariat. The ratification of a change requires agreements from two-thirds (2/3) of people of the Secretariat being present. Changes must be submitted to the Diocesan Secretariat at least one month before a next meeting for a discussion on the proposed changes. Voting for the changes will then be carried out in the subsequent meeting.

**Clause 26.** In order to execute completely the Internal Regulations, the term of office for members of the Secretariat should expire at different times so that it is guaranteed there are always a mixture of new members as well as old members who have experiences running the Diocesan Secretariat.

**Clause 27.** Any committees and special bodies can be appointed with the agreement of the Spiritual Leader Priest and two-thirds (2/3) votes of members of the Diocesan Secretariat.

**Clause 28.** Clauses, provisions, and chapters in these Internal Regulations are based on documents of the Movement:

- \* Ideologies of the Cursillo Movement. (printed matter 24/11/2001 )
- \* Leader's Manual of the Cursillo Movement. (printed matter 5/2003 )

The Internal Regulations were created in San Jose , May 21, 2009 (on the day of The Feast of the Ascension)

*Lay of Director of the Cursillo Movement.*

*Head of the School of Leaders.*

Joseph Huỳnh Quốc Thu

Gertrude Nguyễn Hồng Tú

*Cursillo Movement Spiritual Advisor*

LM. Phaolô Phan Quang Cường