

Revised April 2013

VERMONT CATHOLIC CURSILLO BYLAWS PREAMBLE

The Vermont Catholic Cursillo serves those who have made a three day Cursillo, those who are persevering in the Cursillo Movement, those whose lives have been touched by it in any way, and those whose Christian charity and example draw others to the joy of a Christian life that is strengthened by the Cursillo Movement.

The guideline presented in these bylaws offer a framework from which the Vermont Catholic Cursillo may, with unity of purpose and a oneness of spirit, function, grow, and progress toward its commitment to serve Jesus Christ through the Cursillo Movement.

ARTICLE I PURPOSE

The Vermont Catholic Cursillo Movement shall guide and shall coordinate all phases of the Cursillo method in Christian formation and renewal so that man's fundamental Christianity is exemplified in a ministry of service to God and to one another. The Vermont Catholic Cursillo, in accord "with the International Cursillo Movement; shall strive to assure that the Cursillo method provides a channel for enriching Christian life, for recognizing, appreciating, and spreading its fundamentals within the immediate and to the more remote community and environment. The Vermont Catholic Cursillo shall function within the pastoral plan of the bishop.

ARTICLE II STRUCTURE

Within the Vermont Catholic Cursillo there shall be two bodies:

A. The Governing Body or Diocesan Secretariat

In the Diocese of Burlington there shall be only one Catholic Cursillo Secretariat. This shall be a functional and governing unit under the immediate direction of the bishop and dependent upon him. The Catholic Cursillo Secretariat of Burlington shall be solely responsible for the implementation, direction, and promotion of the Cursillo Movement in the Diocese of Burlington. The Secretariat shall govern according to that which is essential and fundamental as outlined in the official Cursillo literature and within the direction and directives of the National Secretariat.

B. The School of Leaders

The Cursillo School of Leaders shall be the cornerstone of the Cursillo Movement in Vermont. It shall be the Instrument for the planning, nurturing, and sustaining of the Cursillo Movement and shall be a community of service to all cursillistas. Each body shall be in constant and continuing dialogue with the other and together shall provide the structure upon which the Catholic Cursillo Movement in Vermont and its concomitant ministry shall be built and through which it shall function.

ARTICLE III MEMBERSHIP

Section 1. Secretariat

The Secretariat shall be composed of lay persons and one or more spiritual advisors.

Members of the Secretariat shall be elected by the Secretariat itself, with the approval of the bishop, for a three (3) year renewable term.

Only those who have been active members of the School of Leaders for at least one year shall be eligible.

Effort shall be made, when feasible, that Secretariat members be representative of several geographical areas of the state, and at each change of term, and when possible, shall be elected from an Ultreya group not previously represented.

Section 2. School of Leaders

All cursillistas who are active members of an Ultreya group are encouraged to be members of the School of Leaders and shall be eligible for membership. Each Ultreya shall have representation at the diocesan level to serve in the planning and furtherance of the Cursillo Movement. One representative shall be designated as the official delegate and shall be elected for a three (3) year renewable term. The Ultreyas are however to rotate, by a manner of their choosing, the official delegate to the School of Leaders. Ultreya groups are urged to send additional members above and beyond the official delegate. One of the additional members shall be designated as the alternate to represent the respective Ultreya in the absence of the delegate. The alternate may be elected either annually or for a three (3) year term as determined by the Ultreya group itself.

Ultreya Committee members shall be urged to be active members of the School of Leaders on Vermont's Catholic Cursillo.

The School of Leaders shall have three areas for continuing study and service - the Pre Cursillo section, the Cursillo section, and the Post Cursillo section. Each member of the School of Leaders shall serve with one of these sections, studying and promoting the Cursillo Movement through the activities and services of the section in accord with the official literature of the Cursillo Movement and the National Secretariat. The Coordinator of each section shall represent that section as a voting member of the Secretariat and shall be so nominated by the members of each respective section.

ARTICLE IV SECRETARIAT, OFFICERS, MEMBERS, AND THEIR DUTIES

Section 1. The officers of the Secretariat shall be the Lay Director, Assistant Lay Director, Secretary, Treasurer, Spiritual Advisor, the Post Cursillo Coordinator, Pre Cursillo Coordinator, the Cursillo Weekend Coordinator, the Assistant Spiritual Advisor and three members at large. The Chairperson of the School of Leaders, if one has been appointed, shall also be an officer of the Secretariat.

Section 2. The Duties and responsibilities

The general duties and responsibilities of any member of the secretariat are set forth in Appendix A of these Bylaws

The Duties and responsibilities of the Lay Director, Assistant Lay Director, Pre-Cursillo Coordinator, the Weekend Coordinator, the Post Cursillo Coordinator, Member at Large, Secretary, and Treasurer are set forth in Appendix A of these Bylaws

The Spiritual Advisor, a vowed or ordained religious, shall be appointed by the bishop. In addition to the general responsibility for the entire Cursillo Movement through the Vermont Catholic Cursillo, which he shares with the other members of the Secretariat, it shall be his specific responsibility to provide for the apostolic formation of the Secretariat and School of Leaders, to advise the Vermont Catholic Cursillo, and the movement as a whole, in spiritual matters, and to secure the services of priests in the various phases of the Vermont Catholic Cursillo. The term of office shall be three (3) years and may be renewed at the discretion of the Bishop. The Spiritual Advisor concurrent with the period of the Bishop's appointment shall serve on the Regional Secretariat. It is the Spiritual Advisor's responsibility to assure that the Catholic Cursillo Movement of Vermont is represented on the Regional Secretariat. In the event the Spiritual Advisor is unable to attend the Regional Secretariat meeting, he shall appoint another qualified vowed religious person to represent the Movement at that meeting.

The Assistant Spiritual Advisor, a vowed or ordained religious. Upon recommendation of the Spiritual Advisor, and as needed, the bishop shall appoint an Assistant Spiritual Advisor who shall be apprised of all Vermont Catholic Cursillo business and activities and who shall represent the Spiritual Advisor in his absence.

Section 3. All members of the Secretariat have voting privilege.

Section 4. Terms of office. The intent of this section is to provide for both a continuity of experience and the infusion of fresh ideas for the Secretariat and Cursillo Movement. The terms of all members of the secretariat, except those appointed by the Bishop, shall be three (3) years. Due to extreme circumstances the elected members of the secretariat may be re-elected for an additional term of office. Members of the School of Leaders may be elected to terms of office that are less than three years to assure that any one annual election replaces less than one half of the members of the Secretariat.

ARTICLE V MEETINGS

Meetings of the Vermont Catholic Cursillo School of Leaders and Secretariat shall be held monthly on a date as determined by vote of the School of Leaders.

ARTICLE VI QUORUM

A quorum shall consist of greater than 50% of the filled positions of the Secretariat present.

ARTICLE VII FISCAL YEAR

The fiscal year shall be January 1 through December 31 of each year. Annual reports from all officers, section coordinators, and chairpersons shall be filed at the February meeting. The director's report to the bishop shall be readied for and approved at the February meeting. It shall be submitted to the bishop by February 28.

ARTICLE VIII SUPPORT

The Vermont Catholic Cursillo shall be supported exclusively from donations, affiliation fees, and other fundraising sources. There shall be no dues since the movement is not an organization, nor does it constitute an association. Monies collected as donations shall be used for diocesan, regional, or national Cursillo expenses.

ARTICLE IX NEWSLETTER

A newsletter shall be published by the Vermont Catholic Cursillo and distributed to all Cursillistas, who so request. An editor shall be appointed by the director, subject to the approval of the Secretariat, for a term of three (3) years and may be re-appointed indefinitely. The editor shall receive, have printed, and distribute, notices and announcements of Cursillo Movement activities, material from the Secretariat, from the diocesan office, and from members. Material to be published should have the approval of the Secretariat.

ARTICLE X LIAISON

A liaison shall be established and maintained with the National and Regional Secretariats which bodies shall be supported by the Diocese of Burlington Catholic Cursillo, spiritually by palanca and prayer, and materially by way of financial contributions to the extent needed.

ARTICLE XI GROUP REUNION

There shall be a sharing of holiness, formation and evangelization on the part of each member at each meeting.

ARTICLE XII AMENDMENTS

Amendments to these bylaws may be proposed by any member of the Secretariat and may be made subject to the approval of the bishop at a regular meeting of the Secretariat by a two thirds majority vote of the entire Secretariat provided that the proposed amendment has been submitted to the Secretariat at least one month in advance of the meeting at which the amendment is considered.

ARTICLE XIII BYLAW REVIEW

These bylaws shall be reviewed at the end of one year and any necessary changes shall be made at that time. They shall be reviewed again at the end of five (5) years for adjustment and updating.

Adopted by vote of the

Vermont Catholic Cursillo Secretariat on

April 21, 2013

Cursillo Movement in Vermont Job Descriptions

General Duties of the Vermont Secretariat members

In order to use the Cursillo name and materials the members of the Vermont secretariat must ensure the authenticity of the movement by adhering to the following:

1. The Secretariat member must know and understand the Vision, Mission, and Purpose of the Cursillo Movement at the Cursillo Movement at the National, Regional, and Diocesan levels of the movement to assure the integrity of the movement.
2. Assure that the movement has the approval of the local ordinary and to the extent possible is integrated with the diocesan pastoral plan
3. Abide by the policies of the Cursillo Movement of the United States of America.
4. The National Office and Regional Service Team shall be allowed to provide training, directives and personal visitations to the School of Leaders
5. Support the Movement on a National and Regional basis
6. Make sure the annual affiliation fee is paid to National and Regional.
7. Maintain a mutually supportive relationship with other bodies within the Cursillo structure
8. Be faithful to the essence and purpose of the Cursillo Movement and operative in its three phases of Pre-Cursillo, 3-day Cursillo and Post Cursillo following the requirements and guidance of the official Cursillo literature, particularly
 - a. The Fundamental Ideas of the Cursillo Movement
 - b. The Articles of Operation for the Cursillo Movement in the USA
 - c. National Cursillo Policy
 - d. The Regional Structure guidelines
 - e. Regional Bylaws
9. Follow the requirement to apply the three days properly according to what is authentic and free from improper adaptations:
 - a. Using the approved talk outlines for a period of 3 days
 - b. Presented to candidates of the Roman Catholic Church and Eastern Rite Catholic Churches, that are in full communion with the Roman Catholic Church
 - c. Candidates that are of the same sex
 - d. Team that is made up only of members of the Roman Catholic Church and Eastern Rite Catholic Churches that are full communion with full communion with the Roman Catholic Church.
10. Assist all members and future members of the movement, by implementing our Piety Study and Action within the environments in which we live

11. Have a community of leaders, both clergy and lay, responsible for implementing the method properly and with particular attention to the Post Cursillo needs of the Cursillistas, This community of service, usually called the School of Leaders meets regularly to accelerate the progressive conversion:
 - a. Of its own members as individuals and in the leaders' community itself,
 - b. Of the movement as a whole in the Ultreyas and to promote the evangelization of the environments.

12. Members are encouraged to attend and participate in Regional Encounters, which increases their knowledge of the movement to:
 - a. Provide more local coordination for the development and strengthening of the Cursillo Movement within the region by establishing a Regional Pastoral Plan
 - b. Provide a convenient forum for exchanging views, ideas and mutual assistance between and among Diocesan Secretariats, enhance the Palanca spirit in the region.
 - c. Provide input for Regional meetings, workshops, encounter, seminars, etc.

13. The Secretariat member is encouraged to attend and participate in the National Encounters, which helps to increase knowledge in the movement and increases the known network of people in the movement.

14. Assure the proper stewardship of the movement physical property

15. Secretariat members are expected to read and promote the sale of the Cursillo Literature found on the National Cursillo Center web site.

Lay Director

- The Lay Director must know and understand the Vision, Mission, and Purpose of the Cursillo Movement at the Cursillo Movement at the National, Regional, and Diocesan levels of the movement to assure the integrity of the movement
- The Lay Director is the “public face” of the Cursillo Movement and is therefore responsible for providing for the interfaces with all of exterior organizations of the movement. If the Lay Director can not attend one of the public functions they can assign this duty to another lay member of the Vermont Secretariat.

I. Term of office

1. The Lay Director of the Vermont Catholic Cursillo shall be appointed by the bishop; upon the recommendation of the Secretariat.
2. The Lay Director concurrent with the period of the Bishop’s appointment shall serve on the Regional Secretariat. It is the Lay Director’s responsibility to assure that the Catholic Cursillo Movement of Vermont is represented on the Regional Secretariat.
3. The Lay Director shall serve for three (3) years and, in extraordinary circumstances, may be appointed for one additional three (3) year term.
4. At the completion of the Lay Director's term of office, at least one year shall elapse prior to the former Lay Director being elected to a position that would result in a position on the Secretariat.

II. Duties to Vermont Movement

1. The Lay Director is a full member of the Secretariat and shall be the presiding officer of the Secretariat.
2. The Lay Director shall appoint subject to the approval of the Secretariat, an Assistant Lay Director. who shall be apprised of all business of the Vermont Catholic Cursillo and who shall represent the Lay Director in his or her absence. This appointment shall be made within sixty (60) days following the Lay Director's appointment or reappointment
3. The Lay Director shall in consultation with the Spiritual advisor, convoke, prepare an agenda, and preside at all meetings of the Secretariat.
4. The Lay Director is Chairperson of the School of Leaders unless, another lay secretariat member is appointed by the Lay Director.
5. The Lay Director shall follow through and work with members of the Secretariat in fulfilling their assigned duties.
6. The Lay Director shall appoint committees and chairpersons as needed.

7. The Lay Director has the authority to request assistance or advice from the Regional Service Team or the National Staff when the director feels a need to clarify the intent of the Movement.
8. The Lay Director shall strive to promote a spirit of unity among members of the Secretariat, the School of Leaders, and throughout the entire diocesan Cursillo Movement.
9. The Lay Director shall prepare an annual report and interim reports if necessary, on the status of the movement to the National Staff, the Regional Service Team and the Bishop of the Diocese of Burlington. The form provided by the National Staff can serve as the report to all three entities.
10. In the event the Lay Director is unable to attend the Regional Secretariat meeting he shall appoint to another lay member of the Vermont Secretariat, to represent the Movement at that meeting.
11. The Lay Director is responsible for studying the environment of the Secretariat, to determine the training needs and other needs of the Secretariat.

III. Duties and Responsibilities to the Regional Secretariat

1. The Lay Director, by position, is a member of the Region 1 Secretariat and provides guidance to the Regional Service Teams direction and resources. The responsibilities of the Regional Secretariat are found in Article VI of the Regional By-Laws. For the ease of the reader, the responsibilities delineated in that document as of 2012 are:
 2. Determine the educational needs for the various diocesan Cursillo Movements within the Region and for those attending Regional meetings/functions
 3. Encourage the Regional Coordinating Group and Regional Service Team members to promote and conduct nationally recognized workshops throughout the region.
 4. Provide an atmosphere for open sharing among the various diocesan Cursillo leaders, Lay Directors should meet with other Lay Directors, Spiritual Advisors should meet with other Spiritual Advisors
 5. Help ensure proper communication between the Regional Leaders and the cursillistas within the diocesan Cursillo Movements
 6. Review Regional Service Team candidate applications in order to determine and select the best-qualified individuals to serve the entire region.
 7. Review and discuss correspondence from the National Cursillo Center, its staff, and from the regional leadership
 8. Maintain a proper set of Regional Bylaws and a Regional Pastoral Plan

9. Provide the necessary finances to allow for the work of the Region, by establishing the Regional Affiliation Fees at the meeting of the Regional Secretariat during the Fall Regional Encounter. These finances shall be approved by 2/3rds of the voting Secretariat members
10. Formal notification of any proxies for an upcoming meeting shall be made in advance of the meeting
11. Approve the selection of the Regional Coordinating Group members, who will be responsible for serving the Diocesan Movements and implementing the plans made at the Regional meetings.
12. Review strengths and weaknesses in the Cursillo Movement peculiar to the Region

Assistant Lay Director

1. The Assistant Lay Director is appointed by the Lay Director for a term of 3 years, concurrent with the Lay Directors term. The term of office shall be without the right of succession to the position of Lay Director.
2. The Assistant Lay Director shall assume the duties of the Lay Director in his or her absence.
3. The Assistant Lay Director shall keep abreast of all activities and responsibilities of the Secretariat and of the School of Leaders.
4. Other duties and responsibilities as assigned

Pre Cursillo Coordinator

1. The Pre Cursillo Coordinator is a member of the School of Leaders that has been chosen by the Secretariat to guide and assist the Pre Cursillo Section of the Vermont Catholic Cursillo Movement. The Pre Cursillo Coordinator's term is for three years and is renewable indefinitely.
2. The Pre Cursillo Coordinator shall represent that section and report its recommendations to the Secretariat.
3. The Coordinator shall be responsible for coordinating the plan for continuation and extension of the Cursillo Movement in the diocese.
4. The Coordinator shall maintain a file of all applications.
5. The Coordinator shall be responsible for recommending to the Secretariat all applicants eligible to attend the three-day Cursillo.
6. The Coordinator shall be responsible for assisting all leaders in implementing the Pre Cursillo phase of the movement according to the official literature especially in the study of the environments of be evangelized.
7. The Pre Cursillo Coordinator is a full member of the Vermont Catholic Cursillo Movement's Secretariat whose responsibilities also include the General Duties of the Vermont Secretariat Members.
8. The Pre Cursillo Coordinator is responsible for studying the environment of the Pre Cursillo Section, to determine the training needs and other needs of the Section
9. Other duties and responsibilities as assigned.

Weekend Coordinator

1. The Weekend Coordinator is a member of the School of Leaders that has been chosen by the Secretariat to guide and assist the Weekend Section of the Vermont Catholic Cursillo Movement. The Weekend Coordinator's term is for three years and is renewable indefinitely.
2. The Cursillo Weekend Coordinator shall represent that section and report its recommendations to the Secretariat.
3. The Cursillo Weekend Coordinator shall maintain a list of names of willing prospective Rectors and Rectoras for each three-day Cursillo and present those to the Secretariat when required.
4. The Cursillo Weekend Coordinator shall maintain a list of names of willing prospective eligible team members for it, and present those to the Secretariat when required.
5. The Cursillo Weekend Coordinator is responsible for coordinating and reporting plans for preparing Rectors, Rectoras and team members and for reviewing reports from the weekend Rectors and Rectoras and reporting to the Secretariat any findings and recommendations from each weekend.
6. The Weekend Coordinator shall be responsible for assisting all leaders in implementing the Weekend phase of the movement according to the official literature
7. The Cursillo Weekend Coordinator is responsible for assuring all physical necessities each weekend are acquired (supplies, food, lodging, music ministers)
8. The Cursillo Weekend Coordinator, together with the members of that section shall be responsible for periodic review and update of the Vermont Catholic Cursillo Weekend Manual
9. Provide support and training for all Rectors, Rectoras and Cursillo leaders so they can meet the requirements of the three-day Cursillo according to the official Cursillo literature.
8. The Weekend Coordinator is a full member of the Vermont Catholic Cursillo Movement's Secretariat whose responsibilities also include the General Duties of the Vermont Secretariat Members.
10. The Weekend Coordinator is responsible for studying the environment of the Weekend Section, to determine the training needs and other needs of the Section.
11. Other duties and responsibilities as assigned

Post Cursillo Coordinator

1. The Post Cursillo Coordinator is a member of the School of Leaders that has been chosen by the Secretariat to guide and assist the Post Cursillo Section of the Vermont Catholic Cursillo Movement. The Post Cursillo Coordinator's term is for three years and is renewable indefinitely
2. The Post Cursillo Coordinator shall represent that section and report its recommendations to the Secretariat.
3. The Post Cursillo Coordinator shall be responsible for coordinating and promoting the means for perseverance for all Cursillistas, namely, Ultreyas, Group Reunion, and Post Cursillo programs, Renewal Days and Weekends, and any other activities to nurture and fulfill the objectives of the Cursillo Movement.
4. The Post Cursillo Coordinator shall be responsible for the routine maintenance and modification to the Vermont Catholic Cursillo Web-page.
5. The Post Cursillo Coordinator shall work with the Secretary and the Newsletter editor in editing publishing the CornerStone.
6. The Post Cursillo Coordinator shall maintain a current list of active Vermont Catholic Cursillo Movement Cursillistas.
7. The Post Coordinator shall be responsible for assisting all leaders in implementing the Post Cursillo phase of the movement according to the official literature
8. The Post Cursillo Coordinator is a full member of the Vermont Catholic Cursillo Movement's Secretariat whose responsibilities also include the General Duties of the Vermont Secretariat Members.
9. The Post Cursillo Coordinator is responsible for studying the environment of the Post Cursillo Section, to determine the training needs and other needs of the Section.
10. Other duties and responsibilities as assigned

Member at Large

1. The Member at Large is a member of the School of Leaders that has been chosen by the Secretariat to guide and assist the Vermont Catholic Cursillo Movement. There may be up to three Members at Large. The Members at Large term is for three years and is renewable indefinitely.
2. Members at Large shall represent the Vermont Catholic Cursillo in all general phases, be aware of and apprise the secretariat of general problems, questions, proposals, and recommendations.
3. The Members at Large is a full member of the Vermont Catholic Cursillo Movement's Secretariat whose responsibilities also include the General Duties of the Vermont Secretariat Members.
4. The Member at Large is responsible for Studying the Environment of the Vermont Catholic Cursillo Movement and the School of Leaders, to determine the training needs and other needs of the School
5. Other duties and responsibilities as assigned

Secretary

1. The Secretary is a member of the School of Leaders that has been chosen by the Secretariat to be official correspondent of the Vermont Catholic Cursillo Movement. The Secretary's term is for three years and is renewable indefinitely
2. The Secretary shall keep minutes of each meeting and have them available to members and others designated to receive them in a timely manner (usually within 5 business days).
3. As secretary is the official correspondent for SOL/Secretariat, keep copies of all correspondence for duration of term and pass on to succeeding secretary. All correspondence/media material shall be approved by secretariat prior to distribution. In an emergent situation the Lay Director may approve release of this material.
4. Secretary shall maintain and update mailing/email addresses file of SOL and Secretariat members. (The full list of all Cursillo members is kept by the Post Cursillo Section.)
5. Secretary shall assure the weekends and renewal dates and basic information are publicized 6 months prior to events to parish pastors and resend 2 months prior to events.
6. Secretary shall get info to Vermont Catholic magazine, Vermont Catholic email and Vermont Catholic Cursillo website editor three months prior to events.
7. Give Cursillo Spiritual Director info packets for him to distribute to fellow priests.
8. Get info to all Ultreyas as soon as dates for weekends and renewals are set.
9. Notify Deacon Tom Cooney or his successor to distribute info to deacons 6 months prior to weekends.
10. Get info to editor of The Cornerstone 6 months prior to events.
11. Secretary shall create and distribute appropriate media materials for each event in a timely manner (i.e. posters, flyers, bulletin notices).
12. The Secretary is a full member of the Vermont Catholic Cursillo Movement's Secretariat whose responsibilities also include the General Duties of the Vermont Secretariat Members.
13. Other duties and responsibilities as assigned

Treasurer

1. The Treasurer is a member of the School of Leaders that has been chosen by the Secretariat . The Treasurer's term is for three years and is renewable indefinitely. Regular attendance at the Vermont Catholic School of Leaders meetings is expected
2. The Treasurer shall handle the financial matters of the Vermont Catholic Cursillo.
3. The Treasurer shall keep the Secretariat apprised of the financial status through the preparation of monthly financial statements to the Secretariat.
4. The Treasurer shall with the approval of the Secretariat and in a timely manner
 - a. Disburse necessary funds for events planned by the Secretariat
 - b. Disburse necessary funds for the annual National and Regional Affiliation Fee, it may be necessary to "seekout" and "anticipate" invoices.
 - c. Disburse funds for pre approved expenses incurred by members of the Vermont Catholic Cursillo Movement
5. The Treasurer shall receive and deposit funds
 - a. Received for registrations of events planned by the Secretariat
 - b. Received from donations made by the Cursillo Community or other sources.
 - c. Received from fund raising events
 - d. A receipt will be issued to every payee of monies etc. from a bound numbered permanent record book
6. Bank Statements will be reconciled promptly.
7. Treasurer's records will be audited as of June 30th and December 31st. A qualified School of Leaders or Secretariat member or independent auditor will be utilized. The Treasurer's records can be audited at any time without notice.
8. The Treasurer shall work with the Supply Officer to assure that required books, publications and other necessary supplies for operation of all phases and responsibilities of the Vermont Catholic Cursillo are available.
9. The Treasurer will submit an annual report to be used in the Lay Directors reports to the Bishop of the Diocese of Burlington, the Regional Service Team and the National Cursillo Center.
10. The Treasurer is not required to be bonded.
11. The present bank (currently Peoples United Bank) utilized by Vermont Catholic Cursillo will not be changed without approval of the secretariat. A second individual shown on the account with signatory authority and ability to receive duplicate(s) Statements will be the Lay Director of the Vermont Catholic Cursillo Movement.

12. Bank statements, check registers, receipt books, and invoices will be retained for a period of six (6) years.

13. Other duties and responsibilities as assigned