

**BYLAWS
EASTERN NORTH CAROLINA LUTHERAN VIA DE CRISTO**

Chapter 1 Business Meetings of the Secretariat

- B1.01 There shall be one regular business meeting of the Secretariat each month unless otherwise determined by the Secretariat. The Secretariat shall meet on the same day and time each month as agreed upon by the current Secretariat Board.
- B1.02 If no Spiritual Director was present at the previous month's meeting, no official business was conducted at that time. By voting to accept the minutes as read at a subsequent meeting a Spiritual Director "officiates" the board's actions of the previous month.

Chapter 2 Appointment and Terms of Office on the Secretariat

- B2.01 Lay members of the Secretariat shall be nominated by a Nominating Committee and elected by the entire Secretariat.
- B2.02 The terms shall be staggered so one half of the terms expire on July 31 of each year. Service on the Secretariat shall not exceed four consecutive years without an absence of one term (2 years) from the Secretariat. Persons filling an unexpired term less than one year shall be eligible for two full term appointments.
- B2.03 The President shall be nominated from the current members of the Secretariat Board to serve a one year term. The President may be re-elected to serve one additional term. While in office, the President may not be nominated or serve as rector of a Weekend.
- B2.04 The Vice President shall be nominated and elected in August of each year from the current members of the Secretariat Board to serve for a one year term. The Vice President will fill in when the President is absent. The Secretary and Treasurer are not eligible for this position.
- B2.05 Any member of the Secretariat missing three (3) consecutive meetings without being excused by the president shall be removed and notified by a Spiritual Director.
- B2.06 Job duties for each office, as well as the Nominating Committee and their Standard Operating Procedures are attached to these Bylaws, Job duties and Standard Operating Procedures can be amended as necessary without formal amendment of the Bylaws in accordance with the Constitution. Each officer is required to keep their individual Standard Operating Procedure current.

Chapter 3 Nominating Committee

- B3.01 At the January meeting, the President will appoint a Nominating Committee consisting of at least three people.

B3.02 At least one member of the Nominating Committee will be a voting member of the Secretariat. One member must be a Cursillista who has worked on at least one team in the past two years and the other member should be a former Secretariat member.

B3.03 No member of the Nominating Committee shall be a candidate for office.

B3.04 The president shall not serve on the Nominating Committee.

B3.05 The Secretariat member of the Nominating Committee shall be chairperson of the committee.

Chapter 4 Duties of the Secondary Officers of the Secretariat

B4.01 The PRE-WEEKEND Chairperson shall process all guest registrations and will give names of these registered guests at meetings of the Secretariat. This person shall handle all correspondence with guests, spouses and sponsors and any other duties that are described in the Operating Procedures or assigned by the President.

B4.02 The OPERATIONS Chairpersons (there shall be two at all times) are responsible for all activities related to conducting a Via de Cristo Weekend, including securing a location for each Weekend and obtaining all materials necessary to conduct the Weekend. They are also responsible for storage of all materials between Weekends. The Operations Chairpersons shall be responsible for any other duties that are described in the Operating Procedures or assigned by the President.

B4.03 The FOURTH DAY chairperson is responsible for the continued contact of Cursillistas with one another after their Via de Cristo experience. This person shall plan and organize Ultreyas, keep information on Reunion Groups and publish this information annually for the community. This person shall also be responsible for any other duties that are described in the Operating Procedures or assigned by the President.

B4.04 The LEADERS chairperson is to secure educational materials needed for team meetings and Via de Cristo Weekends and other materials needed to better equip Cursillistas to do God's work. The Leaders chairperson should be a former Rector or he/she should have assumed a variety of leadership roles within the movement. This person is also responsible for other duties that are described in the Operating Procedures or assigned by the President.

B4.05 The PALANCA Chairperson is to inform other Cursillo type movements of our Weekends, to organize all palanca efforts of our movement and see that it arrives at each of our Eastern North Carolina Via de Cristo Weekends. This person shall also be responsible for other duties that are described in the Operating Procedures or assigned by the President.

- B4.06 The COMMUNICATION Co-Chairs (there shall be two at all times) shall be responsible for preparation and distribution of periodic newsletters, the annual number to be determined by the Secretariat. This person shall maintain a current roster of all persons involved in the movement, and distribute updated directories to members as directed by the Secretariat. This person shall be responsible for any other duties that are described in the Operating Procedures or assigned by the President.
- B4.07 The MUSIC chairperson shall be responsible for maintaining a list of all people who play musical instruments, and provide a list of these people to future rectors. This person shall obtain all necessary copyright authority as needed for the music activities of Eastern North Carolina Via de Cristo. This person shall serve as a resource person to Rectors for selection of Music Chas and Serenade Leaders. This person shall be responsible for any other duties that are described in the Operating Procedures or assigned by the President.
- B4.08 The OUTREACH Chairpersons (there shall be two at all times) shall be responsible for organizing and assisting with meetings/temple talks at churches to help inform others of the Via de Cristo movement and provide churches and pastors with current information about the movement. The Outreach Chairpersons shall be responsible for any other duties that are described in the Operating Procedures or assigned by the President.
- B4.09 The ARCHIVIST chairpersons (there shall be two at all times) are responsible for keeping computer-based records for Eastern North Carolina Lutheran Via de Cristo. The Archivists are to provide information requested by the Secretariat and/or the Rector. The Archivists should have experience in the programming and maintenance of databases, web sites, and other electronic media. The Archivists should have access to Electronic Mail. The Archivists will also be responsible for any other duties that are described in the Operating Procedures or assigned by the President.
- B4.10 The SPIRITUAL DIRECTORS (there should be a minimum of two) are the spiritual heads of the Eastern North Carolina Via de Cristo movement. At least one Spiritual Director is to be at all Secretariat meetings and must inform the President if they are unable to attend. They are to provide Lutheran doctrine guidance as needed. The Spiritual Directors are also responsible for other duties that are described in the Operating Procedures or assigned by the President.

Chapter 5 Rector Selection

- B5.01 The ARCHIVIST chairpersons shall provide a list of all Cursillistas qualified to serve as Rector to each member of the Secretariat at least one week prior to the meeting at which a Rector selection is to occur.

- B5.02 All Rector candidates should have served on at least five (5) Via de Cristo teams and have served at least once in a cha position, once as a speaking professor and once in a leadership position, i.e., Head Cha , Head Area Cha or Professor Escort, be active in a reunion group, in Fourth day activities, and be an active member of a Lutheran Church. Persons who have served as a Rector on an adult Cursillo-type Weekend are not eligible, obvious exceptions are TEC, Kairos, and Hesed.
- B5.03 At a regularly scheduled meeting of the Secretariat to be held not less than twelve (12) months prior to the approved Via de Cristo date, the President shall call the Secretariat into executive session for the purpose of selecting rector candidates.
- B5.04 Upon convening the executive session, the President shall open the floor for nominations of at least three, but preferably more, names for each upcoming Weekend. When nominations have been closed, members of the Secretariat shall have an opportunity to comment briefly on the qualifications of the nominees.
- B5.05 Three rector candidates will be selected for each Weekend. Three separate written ballots will be held to determine the primary candidate, first back-up and second back-up candidates. The Spiritual Director(s) will tally the votes. A candidate will be chosen by simple majority. In the case of a tie, an additional ballot will be held.
- B5.06 Prior to the next scheduled meeting, one of the Spiritual Directors will contact the primary candidate to see if he/she will serve on the Weekend for which he/she was elected. The first and second back-up candidate will be contacted respectively if the primary candidate declines. The results of this contact will be presented at the next scheduled meeting. If none of the candidates accepts for a given Weekend, the process above shall be repeated.

Chapter 6 Rector Duties/Team Selection

- B6.01 The Rector, in consultation with the Leaders Chairperson, President and Spiritual Directors is responsible for the selection of the Weekend Team. The selection of the Head Cha shall be a consensus between the Rector and Leaders Chair. It is recommended that team applications be a primary source for team members, but not the only source. The prospective team must be presented to the Secretariat for approval before team members are notified. Team members should be active in a Reunion Group and other Fourth Day activities.
- 6.02 It is strongly recommended when serving on a team as a Head Area Cha or Professor, one is involved in a reunion group.
- B6.03 The rector-elect will be instructed by the Leaders Chairperson when they can begin team selection. This will occur after the current Rector's team has been selected.

- B6.04 The Rector shall guide professors in the completion of the lay rollos, furnish professors with materials needed to write rollos, ensure the rollos are critiqued in a loving, Christian manner, and exercise final approval of the rollos.
- B6.05 The Rector, in consultation with the Leaders Chair, shall direct preparation of the Weekend team, which consists of conducting a series of team meetings prior to the weekend and work with the Head Cha and Head Spiritual Director to build a Christian Community for the Weekend.
- B6.06 The Rector shall exercise final authority during the Weekend. The Rector, Head Cha, and all Head Area Chas shall provide the Secretariat with a written report following the Weekend.

Chapter 7 Guest Selection for Via de Cristo Weekends

- B7.01 A guest should be an active member of a Christian church, sponsored and have their application signed by a pastor.
- B7.02 The Secretariat may exercise discretion for screening guests who are at risk.
- B7.03 The number of non-Lutheran guests is limited to the number of tables, unless approved by the Secretariat.

Chapter 8 Spiritual Director Selection and Duties for a Via de Cristo Weekend

- B8.01 The Spiritual Directors for each Via de Cristo Weekend shall be selected by the Spiritual Directors on the Secretariat, with consideration or input from the Rector. The Head Spiritual Director for each Weekend shall be an ordained Lutheran pastor. Other Spiritual Directors may be rostered Lutheran leaders, Seminary Interns, or Ordained leaders of another Christian body.
- B8.02 There should be three Spiritual Directors committed to serve on each Weekend team.
- B8.03 At least one Spiritual Director shall commit to being present for the complete 72 hour Weekend.
- B8.04 The Spiritual Directors selected shall be contacted at least five months prior to a Via de Cristo Weekend.
- B8.05 Spiritual Directors are members of the team and are required to attend team meetings, give support to the Rector and the team, and administer Holy Communion at each team meeting.
- B8.06 The Head Spiritual Director should assign the responsibilities of the Via de Cristo Weekend to the specific pastors prior to the Weekend (i.e., which rollos, meditations, morning worship/Holy Communion service they are responsible for).
- B8.07 Spiritual Director talks shall be critiqued at team meetings.

B8.08 Prior to each team meeting and Weekend the Head Spiritual Director shall work with the Music and Chapel Chas to plan worship. He/she should also work with the Rector to plan the procedure for the closing service and distribution of crosses and service sheets.

B8.09 Spiritual Directors are to make themselves available for personal counseling at the end of each night's chapel visit, as well as throughout the Weekend, as necessary.

Chapter 9 Annual Financial Audit

B9.01 An annual audit of the financial records shall be conducted, preferably by a qualified member of the Via de Cristo community who is currently not on the Secretariat board. This audit is subject to the general guidelines established by the Secretariat Board.

B9.02 The audit will review, report and make recommendations to the Secretariat with regard to audits and accounts of the Treasurer and other organizations within the Board, and persons authorized to handle funds for the Board.

B9.03 The auditor will make recommendations to the Secretariat with regard to financial record keeping accountability and internal controls.

Chapter 10 Delegates to National Lutheran Secretariat Annual Meeting

B10.01 An appropriate number of official delegates shall be selected by the current Secretariat Board. It is strongly recommended that the President serve as one of the delegates. Additionally, a Spiritual Director is encouraged to attend.

B10.02 Delegates attending the annual meeting of the NLS must report back in a written summary all information helpful to the movement in Eastern North Carolina and they shall keep the Secretariat informed of actions taken by the NLS.