

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

1. President

OFFICE	President
TERM OF OFFICE	One (1) year.
EXPERIENCE	Must have served on the Secretariat the year immediately previous to serving as President. Must be active in the Fourth Day.

RESPONSIBILITIES AND DUTIES

- a. Lay Leader of the Secretariat.
- b. Schedules Secretariat meetings and arranges for meeting place.
- c. Develops an agenda prior to each meeting.
- d. Maintains order and control of all meetings.
- e. Responsible for occasionally calling Secretariat into executive session (no visitors allowed).
- f. Interfaces with Rectors concerning the scheduling and planning of Via de Cristo weekends. Shall provide newly elected rectors a complete list of the Secretariat detailing their duties and their functions and any other pertinent information needed to carry out their task as Rector. This should occur 12 months prior to their Weekend date at their first meeting with Leader’s Chairperson, Spiritual Director and the President of the Secretariat.
- g. Serves as the contact person with other three-day weekend movements concerning matters of joint interest.
- h. In the event of a tie vote, the President may cast the deciding vote.
- i. Presents orientation information to newly elected members of the Secretariat, including copies of the Constitution, Bylaws and Operating Procedures and any other information pertinent to their specific responsibilities on the Secretariat.
- j. Shall serve as one of the delegates to the NLS annual meeting. In extenuating circumstances, the President may appoint another member to attend in his/her place.
- k. Shall provide letters of support to Rectors, team and guest from the Secretariat.
- l. Shall greet assembled guest and community at Clausura and shall install the

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

Rector for the up-coming weekend using the Installation Service found in the Rector's Script, adopted December 2007.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

2. Vice President

OFFICE	Vice President
TERM OF OFFICE	One (1) year.
EXPERIENCE	Must have served on the Secretariat at least one year immediately prior to taking office. Must have served on at least one team and be active in the Fourth Day.

RESPONSIBILITIES AND DUTIES

- a. Shall perform the duties of the President when the President is incapacitated, absent or circumstances require.
- b. Shall serve as Parliamentarian.
- c. Shall maintain and update the Constitution, By-laws and Operating Procedures of the Secretariat. Up-to-date copies of these documents shall be included in the files kept by the President, Secretary, Treasurer and Archivists. The Vice President will provide a copy of these documents to all members of the Secretariat.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

3. Treasurer

OFFICE	Treasurer
TERM OF OFFICE	Two (2) years / Elected on odd-numbered years
EXPERIENCE	Must have served on at least one team and be active in the Fourth Day. Accounting background with experience in financial reporting. Pluses are CPA and experience with not-for-profit reporting.

RESPONSIBILITIES AND DUTIES

- a. Maintenance of Books of Account
 - Keep or cause to be kept the books of account.
 - Prepare or review the monthly bank reconciliation.
- b. Management and Accounting of Moneys and Investments
 - Maintain checking, savings and investment accounts as necessary to manage the funds of the organization.
 - Assume responsibility for disbursing funds as appropriate to pay all obligations of the organization.
 - Monitor the operating cash balance and alert the Secretariat Board when any additional funds are needed.
 - Recommend short and long-term investment of moneys in excess of expected needs to the Secretariat Board.
- c. Reporting of Financial Activity and Status
 - Prepare or review and present financial statement to the Secretariat Board on at least a quarterly basis. The statements should include period and year-to-date income and expenses, cash, investment and debt balances, and balances in operating and designated funds.
- d. Budget Process
 - Prepare an annual operating budget for approval at the January Secretariat meeting each year. The proposed budget shall be made available prior to the January meeting.
 - The fiscal year for the organization is January 1 through December 31.
- e. Annual Tax Return
 - Responsible for filing the annual return for organizations exempt from income tax (Form 990) for IRS and applicable North Carolina State return.
- f. Other
 - Provide checks to Head Cha of each weekend for (1) payment to the camp and (2) petty cash for the weekend.
 - Update and maintain documentation relevant to the position of Treasurer.
 - Perform such other duties as may be required from time to time by the Secretariat Board.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

4. Secretary

OFFICE	Secretary
TERM OF OFFICE	Two (2) years / Elected on even-numbered years
EXPERIENCE	Must have served on at least one team and be active in the Fourth Day. Computer word processing experience preferable.

RESPONSIBILITIES AND DUTIES

- a. Shall record minutes of each meeting and ensure that each Secretariat member has a copy within two weeks after the meeting.
- b. Work with the Vice-president to assure that the Constitution, Bylaws and Operating Procedures are maintained and updated. Maintain on file an updated copy of each document.
- c. Keep any and all correspondence current.
- d. Summarize actions taken at the monthly Secretariat meetings for publication in the Weave.
- e. Shall update and maintain documentation relevant to the position of Secretary.
- f. If there is changes in the address of ENCVDC PO Box, Secretary needs to notify all parties involved, Secretary of State (Incorporation), non-profit status, insurance companies, etc. of the change.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

5. Operations Chairpersons - Two (2)

OFFICE	Operations Chairpersons
TERM OF OFFICE	Two (2) years / Elected on alternating years.
EXPERIENCE	Must have served on at least one team and be active in the Fourth Day.

RESPONSIBILITIES AND DUTIES

- a. Shall have overall responsibility for the operation of each Via de Cristo weekend.
 1. Facilities
 2. Inventory

- b. Forms and staffs a committee, with the overall direction being provided by the Operations Chairs, to provide the following support for operation of each weekend.
 1. Facilities - Inspect potential facilities, secure facilities, handle reservations, coordinate deposits with Treasurer, site confirmation, and obtain detailed information of facility accommodations.
 2. Maintain and service Via de Cristo Inventory Trailer
 3. Responsible for transporting the Inventory Trailer to and from the camp, prior to set-up date and after the completion of the Weekend. Maintain a master list of inventory items necessary to put on a weekend and ensure that supplies are purchased and added to the inventory as necessary before the Inventory Trailer is transported to the next weekend.

- c. Updates and maintains documentation relevant to the position of Operations.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

6. Fourth Day Chairperson

OFFICE	Fourth Day Chairperson
TERM OF OFFICE	Two (2) years / Elected in odd numbered years
EXPERIENCE	Must have served on at least one team and be active in the Fourth Day.

RESPONSIBILITIES AND DUTIES

- a. Provide guidance to groups or individuals responsible for planning and carrying out Fourth Day activities such as Ultreyas. Either be the instrument to plan the Ultreya or get a reunion group to do the planning, reserving the church, getting a Pastor for worship service, the format of the event, musicians to play, refreshments, and getting information to the Communications chair so it can be publicized in the Weave.
- b. Shall update and maintain documentation relevant to the position of the Fourth Day chairperson.
- c. Work with Pre-weekend and Palanca chairpersons to develop a team regarding responsibilities of sponsorship and sponsor training to present at Ultreyas.
- d. Work with Outreach/Fourth Day people in the Western Via de Cristo for special weekends, such as the 20th Anniversary Celebration. This would encompass organizing committee to work on details and following through with the publicity, implementation, etc. of same.
- e. Communicate with those who wish to sell Via de Cristo related items at Fourth Day activities. All profits must go to ENCLVDC. Also, a sign must be displayed where the items are for sale saying that profits go to ENCLVDC.
- f. Ultreyas should be held on a regular basis throughout the eastern part of North Carolina. This could entail having three or four small committees working with you, i.e., the Greensboro/Burlington area, the Triangle area, Fayetteville area, and the beach area.
- g. Ultreyas can be held before a weekend as an informational evening. Videotapes are available to show giving an overall reaction to the weekend. These can be obtained from the Secretariat.
- h. Coordinate with and assist Rectors with scheduling and programming post-weekend Ultreyas.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

- i. Reunion groups should be stressed at Ultreyas. Stress to sponsors that they need to follow up with their guest(s) as to involvement with a reunion group.
- j. Maintain active communication with the Communications chair so that all activities are published well in advance of scheduled events. Keep in touch with those in other areas as to scheduled events.
- k. Annually recruit a group of people to organize and host Ultreyas in the various areas. It is important to spread the work around to all churches, involving many Pastors and Cursillistas. Provide and maintain guidelines for hosting an Ultreya on the ENCVDC Web site.
- l. Assembles Fourth Day packets, including a Fourth Day Manual and reading list plus other reading material (see master copy), to be distributed to guests on the weekend. This packet should include a directory provided by the Communications or Archivist Chair.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

7. Leaders Chairperson

OFFICE	Leaders Chairperson
TERM OF OFFICE	Two (2) years / Elected in even numbered years
EXPERIENCE	Basic: Must have served on at least one team and be active in the 4th Day. Preferred: Should have served as Rector or assumed a variety of leadership roles within the Movement.

RESPONSIBILITIES AND DUTIES

- a. Suggests a timeline for selecting rectors so that they have enough time to observe and prepare for the Weekend.
- b. Ensures that the Rector selection process identified in the By-laws is followed.
- c. Receives notification of acceptance from the board Spiritual Director and contacts the Rector to provide initial instructions and guidance.
- d. Works with the Rector to determine the best time to serve as an Observing Rector.
- e. Revises and maintains the critical rector resources and ensures that the Rector has the most recent version of the Weekend Planning Manual, Rector’s Script, and typical weekend schedule.
- f. Supports the Rector by being available to discuss options and issues that may arise during the planning and implementation of the Weekend. Directs the Rector to appropriate board members as necessary.
- g. Assists the Rector in selecting the Head Cha in consultation with a board Spiritual Director.
- h. Assists the Rector in selecting Head Area Chas by reviewing the primary responsibilities of each role and helping the Rector to identify the best person to serve in each capacity.
- i. Assists the Rector in assuring the proposed team is balanced. The secretariat feels strongly that 3 to 6 slots are left available for babe chicks from the most recent weekends.
- j. Works with the S.D.s and President to support the Rector with team selection by offering suggestions, guidance, and reviewing the team assignments prior to a team list being submitted to the Secretariat for approval and endorsement.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

- k. Orders, maintains and distributes literature and materials (i.e. Rollo Preparation Notebooks, Head Area Cha resource manuals, Spiritual Director's manuals).
- l. Follows up with the Rector after the Weekend to facilitate the completion of the Rector and Head Area Cha reports. Receives a copy of each of these reports so that they can be reviewed, added to Head Area Cha resource notebooks, and passed on to other people who have a need to see the report (Secretariat members, future Rectors, etc.).
- m. Receives a copy of the Rollos given on the Weekend so that they can be added to the Rollo Preparation Notebooks.
- n. Coordinates and/or delivers a program which provides an overview of the Via de Cristo movement and orients people to serving on a team in the various communities. This would be primarily provided to people who are serving on their first team and would be available for anyone in the Movement who wishes to attend.
- o. Reviews the team application form and revises it as necessary.
- p. Works with the Rector to gather information about additional interest areas indicated on the team application. Shares this information with the appropriate Board members.
- q. Updates and maintains documentation relevant to the position of Leaders Chairperson.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

8. Palanca Chairperson

OFFICE	Palanca Chairperson
TERM OF OFFICE	Two (2) years / Elected in even numbered years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day.

RESPONSIBILITIES AND DUTIES

- a. Shall serve as general coordinator for all issues regarding Palanca for all Via de Cristo Weekends of Eastern North Carolina Lutheran Via de Cristo.
- b. Shall seek and respond to requests for Palanca from other Via de Cristo/Cursillo movements to and from Eastern North Carolina Via de Cristo. (Contact information from other Via de Cristo/Cursillo movements can be found on the National Via de Cristo website www.viadecristo.org). Responses to other VDC/Cursillo movements should be sent timely so as to reach sending site prior to their weekends.
- c. Shall organize the 72 hour prayer support, “The Prayer Banner”, for each Eastern NC Lutheran Via de Cristo weekends. Shall develop a phone contact for each region of Eastern North Carolina. This contact person will be responsible for filling their allocated time slots and for reporting the prayer times back to the Palanca Chairperson. The Palanca Chairperson is responsible for putting these prayer times slots together in a banner format and getting it to the Weekend prior to the start of the Weekend.
- d. Shall publish announcements in the “WEAVE” and through the Prayer-Network that people are needed to sign-up for the Weekend Prayer Banner.
- e. Shall maintain on-going communication with the Fourth Day community about various Palanca opportunities. The Palanca Chairperson should occasionally remind the Fourth Day community of the nature of Palanca and what constitutes authentic Palanca.
- f. Shall update and maintain documentation relevant to the position of Palanca chairperson.
- g. Shall notify the National Via de Cristo movement of the upcoming weekends for Eastern North Carolina Via de Cristo.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

9. Communications Chairperson

OFFICE	Communications Chairperson
TERM OF OFFICE	Two (2) years / Elected in odd numbered years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day. Computer word processing experience required.

RESPONSIBILITIES AND DUTIES

- a. Shall be responsible for the publication of at least ten newsletters per year, monthly, with the exception of July and December which may be deemed unnecessary. The name of the newsletter shall be *Weave*. The newsletter should contain relevant information regarding upcoming weekends, ultreyas, workshops, Secretariat meetings, deadline dates, and other information deemed relevant to the life of the community in their Fourth Day.
- b. Shall update and maintain documentation relevant to the position of Communications chairperson.
- c. Shall perform other responsibilities relevant to the distribution of newsletters, and other published communications as directed by the Secretariat.
- d. Shall forward the WEAVE to Archivist for placing on website.
- e. Shall occasionally include within the newsletter an appeal for funds to support the newsletter - as directed by the Secretariat.
- f. Shall send cards of sympathy to families of community members who have passed away, and to members of the community who have lost a parent or child.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

10. Spiritual Directors (minimum of two)

OFFICE	Spiritual Directors (minimum of two)
TERM OF OFFICE	Two (2) years / Selected on alternating years. Appointed by the President and confirmed by the Secretariat.
EXPERIENCE	Must have served on at least one team and be an ordained Lutheran clergy.

RESPONSIBILITIES AND DUTIES

- a. Shall provide spiritual direction to the Secretariat.
- b. Aid in the selection of other pastors to serve on the Secretariat.
- c. Select Spiritual Directors for each Via de Cristo weekend in consultation with the Rector and confirm commitments.
- d. Assure that at least one Spiritual Director is in attendance at each Secretariat meeting.
- e. Assist in the Rector selection process as specified herein.
- f. Be the primary contact with other Lutheran clergy.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

11. Outreach Chairpersons –Two (2)

OFFICE	Outreach Chairperson
TERM OF OFFICE	Two (2) years / Elected in alternating years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day.

RESPONSIBILITIES AND DUTIES

- a. Shall serve as general organizer and coordinator for all outreach activities for Eastern NC Lutheran Via de Cristo
- b. Shall maintain or initiate communication with all Lutheran pastors in churches in Eastern NC.
 1. Mailings of informational and invitational letters, furnishing outreach brochures, posters and guest registration forms.
 2. Outreach team visits
 - a. Non-VDC Clergy
 - i. Arrange for VDC clergy to contact non-VDC clergy (or contact by mail) for possible interest in visitation to their church by an outreach team.
 - ii. Arrange times, types of presentations to be made with pastor of church to be visited by outreach team. (Pastor of the church can best determine what form of presentation will be made – i.e. music, temple talk, Sunday School program, informational ultreya, etc.)
 - iii. Contact people, nearest the church to be visited, to form team to make the visit. Inform them of the type of presentation and discuss how many people and possibly musicians will be needed.
 - iv. Follow up with pastor after outreach team visit.
 - b. VDC Clergy (visits requested by clergy -same as #ii-iv above)
- c. Outreach brochures
 1. Produce or update as necessary.
 2. Maintain inventory to supply to churches.
- d. Arrange representation, information, literature or presentations at annual church-wide assemblies or, when invited, at other gatherings (i.e. Synod Assembly, Men In Mission/ WELCA meetings)
- e. Keep all pastors of churches in eastern NC informed of upcoming weekend dates and encourage them to prayerfully consider attending and/or sending guests from his/her

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

congregation.

(Note: Outreach is a loving task to be prayerfully done by the entire Via de Cristo movement. The Outreach Chairperson should always encourage visitation teams, as well as the community in general, to go about this role by allowing the Holy Spirit to direct us, whether we are talking to a pastor or a lay person about joining us in these “grace-filled” weekends. Via de Cristo will be judged by our words and actions, so let them reflect our love and our joy in God’s grace as we witness to others.)

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

12. Music Chairperson

OFFICE	Music Chairperson
TERM OF OFFICE	Two (2) years / Elected in even numbered years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day. Music background helpful.

RESPONSIBILITIES AND DUTIES

- a. Advise the Secretariat regarding all factors involving the use of music on Via de Cristo weekends including, but not limited to, securing and properly noting copyright authorizations for songs used, and developing and maintaining a roster of interested and capable musicians for consideration as music chas.
- b. Serve as a music resource for Rectors, Head Music Chas, and Ultreya organizers regarding the selection of music and its proper copyright notation.
- c. Energize the Fourth Day community by periodically organizing Music Ultreyas for the purpose of gathering numerous musicians from within the movement to consider and play new songs, practice old songs, and involve the general community in joyful singing and praise.
- d. Working with the Head Music Chas and Rectors to ensure that appropriate music is used and appropriate legal credit is printed on any songbook or song sheet as required, obtain the necessary copyright permission for the songs to be used on the weekends and for other occasions, such as Ultreyas.
- e. Work with the Serenade Leader selected by the Rector to organize and carry out the serenade on weekends.
- f. Shall update and maintain documentation relevant to the position of Music chairperson.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

13. Pre-Weekend Chairperson

OFFICE	Pre-Weekend Chairperson
TERM OF OFFICE	Two (2) years / Elected in odd numbered years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day.

RESPONSIBILITIES AND DUTIES

- a. Receive and process registrations for Via de Cristo to include a confirmation post card to guest.
- b. Send confirmation letter to sponsors as soon as guest registration is received
- c. Notify guests of what they will need for the weekend
- d. Provide Rector with copy of each guest registration
- e. Notify Archivist with information for publication on Web site.
- f. Check in all guests and collect balance of registration fee at “Send Off”
- g. Welcome guests according to script in Rector’s manual
- h. Forward all guest fees to Treasurer
- i. In the event of cancellation of the weekend, notify all guests and sponsors. Provide a new date if possible
- j. Contact sponsors of guests who cancelled attendance on a weekend to see if they are interested in a spot on the next weekend
- k. Maintain records of weekend information

ORDER OF DUTIES

As soon as possible:

- a. Get all necessary information from Rector for his/her weekend (see attached sample questionnaire)
- b. Mail confirmation letter to sponsor (letter 1) when registration is received
- c. Keep updated list of guest’s names, addresses, phone, sponsor, monies paid and balance due
- d. Keep track of the number of financial aid requests (Number of financial aid requests to be determined by Secretariat)
- e. Keep count of non-Lutheran registrations. Number of non-Lutheran guests attending should not exceed the number of tables unless approved by Secretariat.
- f. Send Rector a copy of each guest registration form
- g. Forward monies received to treasurer, confirm financial aid requests

6-7 weeks before weekend:

- a. Get necessary information from Rector for second sponsor letter (send off, serenade, and clousura times)
- b. Update guest and sponsor letter information
- c. Send final guest information to Archivist

4-5 weeks before weekend:

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

- a. Mail out guest letters(What to bring)
- b. Mail our sponsor letter #2
- c. Check with Rector to see how check-in and welcome should be handled

Opening:

- a. Have check-in list with names, monies paid and balance due
- b. Name tags for team, guests, sponsors, and others attending send-off
- c. Check with head music cha to make sure he/she has selected songs for opening
- d. Handle check-in
- e. Welcome guests once everyone has checked in
- f. Send final guest list to Fourth Day Chairperson and to Archivist

After the weekend:

- a. Rectify guest list and monies with Treasurer
- b. Prepare a 9x11 envelope marked with name of rector, weekend number, place and date of weekend. This envelope should contain the following:
 - Guest registration forms
 - Guest list by tables
 - Picture (if available)
 - Any other information pertinent to weekend

(see sample rector questionnaire next page)

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

(Pre-Weekend Chairperson Continued...)

SAMPLE RECTOR QUESTIONNAIRE

Please complete as soon as possible and return to:

Corky Hansen PO Box 2698 Surf City, NC 28445
Home: (910) 328-1297 Work: (910) 352-9661
E-mail: judicorky@hotmail.com

Via de Cristo # _____

Rector's Name: _____

Rector's Mailing Address: _____

Phone Number and best time to contact you: _____

FAX: _____

E-Mail: _____

Maximum number of Guests to be registered for this weekend: _____

The following information is necessary for the final sponsor letter.

Place for send-off if different from camp: _____

Time for send-off: _____

Serenade Leader: _____

Time and place for serenade practice: _____

Closura Time: _____

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

14. Archivist Chairpersons - Two (2)

OFFICE	Archivist Chairpersons (two)Data Base / Web Site
TERM OF OFFICE	Two (2) years / Elected in alternating years
EXPERIENCE	Must have served on at least one team and be active in the 4th Day. Basic computer experience required.

RESPONSIBILITIES AND DUTIES

This position on the board will be responsible for keeping computer-based records for the Eastern North Carolina Lutheran Via de Cristo. The Archivist is to function as a servant by providing all information to the Secretariat and Rectors upon request. The Archivist should have experience in the programming and maintenance of databases, web sites, and other electronic media. The Archivist should also have access to Electronic Mail.

Duties of **Data Base Archivist** include:

- a. Maintain a full and complete database of all members of the Eastern NC VDC community on computer.
 1. All those who have attended a Weekend in our movement.
 2. Keep current information such as: name, address, city, state, zip, E-Mail address, weekend attended, spiritual director, etc.
 3. Keep all records of team service and to make that information available to members of the Secretariat and Rectors as requested.
 4. To produce information for the production of a 'Rector Eligible' list for the Secretariat.
 5. Produce an address and phone directory and email list after each weekend. This directory shall be available on the web site under password protection.
 6. Produce a full or partial address and phone directory occasionally in cooperation with the Communications chair for publication to the community in *Weave*.
- b. In cooperation with the Leader's chair, archive a current copy of the Weekend Rector Script and Weekend Planning Manual.
- c. Supply Rector Script, Planning Manual and all other relevant files to Rector.
- d. Archive a current copy of the Fourth Day Workshop or Weekend Dynamics training as developed by a designated member of the Secretariat and see that it is supplied electronically or on paper to members of the Secretariat and Rectors.
- e. Keep electronic backups for disaster recovery of all vital Secretariat files, including, but not limited to the names database, past *Weave* issues, web site

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

files, the weekend Rector Script and Weekend Planning Manual.

- f. Maintain Via de Cristo licensed software.
- g. Accomplish any other duties and preserve any computer records which the Secretariat deems appropriate.

Duties of **Web Site Archivist** include:

Manage and maintain the movement's web page with information about the movement, prayer requests, guest application, calendar of events, the WEAVE, maps to camps, map to churches, member of the board, links to other Cursillo movements, AND other items as directed by the Secretariat.

Accomplish any other duties and preserve any computer records which the Secretariat deems appropriate

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

15.Nominating Committee

CHAIR	Appointed by President as described in By-Laws
MEMBERS	Appointed as described in By-Laws
OPERATION	January through June of each year

RESPONSIBILITIES

1. The nominating committee shall be responsible for assuring the candidacy of one active Cursillista for each office open for election.
2. The chairperson of the nominating committee shall be responsible for providing an article for the February, March and April newsletters listing the offices to be elected at the June meeting of the Secretariat.
3. The chairperson of the nominating committee shall be responsible for the report of the nominating committee at the February, March, April, May and June Secretariat meetings. This report shall contain the names placed in nomination as of the date of the meeting at which the report is being given.
4. The chairperson of the nominating committee shall be responsible for providing a list of all candidates for office to the Secretary and Communications chairperson at the February, March, April and May meetings.
5. The chairperson of the nominating committee may designate any other member of the committee to act on their behalf at a Secretariat meeting or may submit a signed report to be read by the President at the meeting. All written reports will be kept on file for two years from the date of the election.
6. Any member of the nominating committee is eligible to nominate a candidate for office.

NOMINATIONS

1. The nominating committee will present, as defined by responsibilities listed herein, a list containing the name of candidates for each office to be elected.
2. For purposes of the election process, the positions of the Secretariat will be designated as either primary or secondary. The primary offices will be those of President, Treasurer and Secretary. The secondary offices will be all the remaining lay offices as defined in the Constitution.
3. Nominations for all primary offices may be made by any member of the

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

Secretariat or by any member of the nominating committee.

4. Nominations for any primary office open for election may be made immediately following the report of the nominating committee in the February, March and April meetings of the Secretariat. Nominations for any secondary office may be made immediately following the report of the nominating committee at the February, March, April and May Secretariat meetings.
5. Any member of the Secretariat or the nominating committee shall be recognized by the chair for purposes of making a nomination.
6. Nominations will be closed for all primary offices following nomination from the floor at the April meeting of the Secretariat.
7. Upon completion of the election process for primary offices at the May meeting, the nominating committee will present a list of nominees for the secondary offices. At this point the floor will be open for additional nominations for the secondary offices. Any candidate who has been defeated for primary office may then be nominated for secondary office.

ELIGIBILITY

1. Any individual who has attended and completed a Via de Cristo is eligible for office.
2. In order to be nominated, an individual must appear at the Secretariat meeting at which he/she is nominated, provide a verbal confirmation of consent to a member of the nominating committee, or provide a signed statement of consent to be nominated for a specific office.

WITHDRAWALS & CHANGES

1. Once nominated an individual's nomination can only be withdrawn or changed to another office by verbal consent to a nominating committee member, signed consent from the nominee or by the nominee appearing in person at the Secretariat meeting to personally consent to the withdrawal or change.

CAMPAIGNING

1. A candidate appearing at the meeting in which he/she is nominated will be allotted five minutes to speak to the Secretariat immediately following the nomination. In the event that he/she cannot appear, a written statement may be read by the individual making the nomination.

**Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures**

ELECTIONS

1. Elections for primary offices will be conducted at the May meeting of the Secretariat.
2. Elections for secondary offices will be conducted at the June meeting Secretariat.
3. A candidate who has been defeated for primary office may be nominated for a secondary office.

SEQUENCE

1. No elections shall take place unless a quorum is present as defined in the Constitution.
2. Upon being recognized for presentation of the nominating committee report, the chairperson of the nominating committee shall present the list of the nominations to the Secretariat.
3. At this point the floor is open for withdrawal of names from nomination as specified above.
4. Without further discussion, the secretary shall distribute ballots.
5. The nominations for each office shall be read again.
6. The ballots shall be collected by the Spiritual Director(s) present and counted by them. They shall then verify that there were no more votes cast for any office than there are voting members present at the Secretariat meeting.
7. No absentee or proxy votes will be accepted.
8. In order to be elected, a candidate must receive at least one-half (1/2) of all votes cast for the office and at least one more vote than any other candidate for the same office.
9. In the event that no candidate for a specific office receives the required number of votes, the Spiritual Director will announce the names of the candidates receiving the first and second largest number of votes. No indication shall be made as to exactly how many votes each received. Ballots will then be distributed for that office only, and the election process is repeated as specified in steps 6-8. If after three votes a winner has not been determined for a specific position, the floor is open for discussion of the candidates. If a candidate who is not present has submitted a written statement, it shall be read by the Spiritual Director. When each member or candidate present has had a chance to speak, steps 6-8 will be

Eastern North Carolina Lutheran Via de Cristo
Secretariat Officers and Committees
Operating Procedures

repeated again.

10. When the election process for all offices for which there are candidates is completed, the Spiritual Director shall announce the results listing the office and the winner. No comment or reference will be made as to the count of votes or the order in which the candidates finished. Ballots shall be destroyed after the winner is recorded.
11. Uncontested offices may be voted in aggregate by verbal acclamation if such election is agreed upon through a formal motion.