

**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 places.
- 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. Directs the selection of weekend Rectors in accordance with bylaws.
- g. Appoints a nominating committee chair each January to identify candidates for existing or upcoming Secretariat board vacant positions.
- h. Appoints an individual or team to conduct financial audit in accordance with Bylaws.
- i. Presents orientation information and materials to newly elected members of the Secretariat. Insures new members have access to the Constitution, Bylaws, and Operating Procedures of the Secretariat.
- j. Serves as the contact person with other three-day weekend movements concerning matters of joint interest.
- k. Serve as one of the delegates to the NLS annual meeting. In extenuating circumstances, the President may facilitate selection of another member to attend in his/her place.
- l. Greet assembled guests and community at Closura and install the Rector for the up-coming weekend using the Installation Service found in the Rector's Script.

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- m. Ensures all of the members of the Secretariat focus on the methods of the Via de Cristo and includes the community and integrates actions of the board in the Fourth Day.

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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. Perform the duties of the President when the President is incapacitated, absent or when other circumstances require.
- b. Serve as Parliamentarian.
- c. Serve as back up for the Secretary when required.
- d. Keep track of motions/decisions tabled for later follow-up.
- e. Recap goals at the end of each quarter and provide progress feedback toward goals as well as yearend wrap-up.
- f. Aids President in scheduling the yearly plan of Secretariat meeting and arranges for meeting places.
- g. Assists the President in developing an agenda prior to each meeting.
- h. Assists the President in the orientation of newly elected board members.
- i. 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.
- j. Coordinate with other Secretariat members any tasks assigned to them within the goals of the Eastern North Carolina Via de Cristo, established through planning and goal setting.
- k. Provide aid, support, or assist in completing the duties of other board members when asked by the board.
- l. Assists members of the Secretariat to develop committees to support their duties and responsibilities.

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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 bi-monthly 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.

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f. Insurance

- Maintain appropriate level of insurance for organization.
- Notify Secretariat Board of any need for changes in coverage.

g. Weekend Support

Provide information to the weekend Rector and Head Cha regarding documentation, collection, and spending of monies for the weekend, to include: team fees, petty cash, and other expenses.

Provide check to the weekend Head Cha prior to weekend for petty cash.

Provide check to the weekend Rector for discretionary funds prior to the first team meeting.

h. Other

- Perform such other duties as may be required from time to time by the Secretariat Board.
- Provide check to the rector of each weekend for discretionary costs associated with planning for weekend.

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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. Keep a separate file on all Executive sessions for historical accounting. These are not published to the community nor broadcast to the board members of the Secretariat.
- c. 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.
- d. Keep any and all correspondence current.
- e. Summarize actions taken at the monthly Secretariat meetings for publication in the Weave.
- f. Update and maintain documentation relevant to the position of Secretary.
- g. If there is a change in the address of ENCVDC PO Box, the Secretary needs to notify all parties involved, Secretary of State (Incorporation), non-profit status, insurance companies, etc. of the change.
- h. Maintain file copies of important documents such as Articles of Incorporation, etc.

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5. Operations Chairperson 1 – Via de Cristo Property and Physical Inventory.

OFFICE	Operations Chairperson 1- Via de Cristo Property and Physical Inventory.
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) Form and staff a committee, with the overall direction being provided by the Operations Chair, to provide support for the operation of each weekend.
- b) Maintain and service the Via de Cristo Inventory Storage Container.
- c) Maintain a master list of all inventory items necessary to conduct a Via de Cristo weekend and ensure that supplies are purchased and added to the inventory as necessary before the start of the each weekend.
- d) Coordinate distribution and collection of all VDC property at the beginning and end of each Via de Cristo weekend.
- e) Provide a copy of each area's inventory to the Leaders Chair and the Archivist at the completion of each physical inventory.

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**6. Operations Chairperson 2 - Camp Contracts and Facilities
Coordination.**

OFFICE	Operations Chairperson 2 - Camp Contracts and Facilities Coordination.
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

1. Has overall responsibility for the contract negotiations and scheduling of all Via de Cristo activities.
2. Provides the following support for operation of each Via de Cristo activity:
 - i) Facilities – Inspect potential facilities, secure facilities, handle reservations, coordinate deposits with Treasurer, site confirmation, and obtain detailed information of facility accommodations.
 - ii) Contracts – Oversees all camp contract negotiations and is primary contact with camp director or his/her appointee concerning all camp activities. Maintains copies of all negotiated contracts with camp(s).
 - iii) Responsible for negotiating camp availability for all of the scheduled weekends throughout the year.
3. Updates and maintains documentation relevant to the position of concerning contracting and facilities coordination.

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7. 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. Update and maintain documentation relevant to the position of the Fourth Day chairperson.
- c. Work with Pre-weekend chairperson 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 working with three or four small committees to cover the Greensboro/Burlington area, the Triangle area, Fayetteville area, the beach area, and the Charlotte 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.

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- h. Coordinate with and assist Rectors with scheduling and programming post-weekend Ultreyas.
- 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. Actively 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 as many Pastors and Cursillistas as possible. Provide and maintain guidelines for hosting an Ultreya on the ENCVDC Web site.

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8. 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 the selection process as defined in the By-laws is followed for each new Rector selected.
- c. Receives notification of acceptance from the board Spiritual Director and contacts the newly selected Rector to provide initial instructions and guidance.
- d. Works with the newly selected Rector to determine the best time to serve as an Observing Rector.
- e. Revises and maintains the critical rector resources and ensures that the newly selected Rector has the most recent version of the Weekend Planning Manual, Rector’s Script, and typical weekend schedule.
- f. Supports Rectors 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 newly selected Rector in selecting a 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.

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- 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 Spiritual Directors 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.
- k. Orders, maintains and distributes literature and materials (i.e. Rollo Preparation Notebooks, Head Area Cha resource manuals, Spiritual Director's manuals) to each Rector and their team.
- 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.

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9. 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. Serve as general coordinator for all issues regarding Wall and Prayer Banner Palanca as well as Rollo Banners for all of Eastern North Carolina Lutheran Via de Cristo weekends.
- b. Seek and respond to requests for Palanca to and from other Via de Cristo/Cursillo movements to and from Eastern North Carolina Via de Cristo. (Contact information for other Via de Cristo/Cursillo movements can be found on the National Via de Cristo website www.viadecristo.org). Respond to other 3 day Via de Cristo/Cursillo Prayer Vigil requests which can be found at <http://www.3dayol.org/Vigil/> and should be sent timely so as to reach requesting site prior to the beginning of their weekends.
- c. Organize the 72 hour prayer vigil support, “The Prayer Banner”, for each Eastern North Carolina Lutheran Via de Cristo weekend. Develop a contact, a “Prayer Warrior,” for each region of Eastern North Carolina. This contact person will be responsible for recruiting volunteers to fill a block of time slots and for reporting the names and prayer times back to the Palanca Chairperson. The Palanca Chairperson is responsible for putting these prayer time slots together in a banner format and getting it to the Head Palanca Cha prior to the start of the Weekend.
- d. Publish announcements in the “WEAVE” and through the Prayer-Network that people are needed to sign-up for the Weekend Prayer Banner. Also use the community email list to advertise for volunteers to serve on the prayer vigil list.
- e. 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.

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- f. Update and maintain documentation relevant to the position of Palanca chairperson.
- g. Notify the National Via de Cristo movement of the upcoming weekends for Eastern North Carolina Via de Cristo.

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10. Communications Chairperson 1 –Weave Newsletter

OFFICE	Communications Chairperson 1 Weave Newsletter
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. Be responsible for the publication of at least six newsletters per year, approximately one every other month. 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. The Weave shall be published electronically both through email distribution and website placement.
- c. Work with the Web Archivist – Web Site for instruction on e-mail distribution and web site placement methodology.
- d. Shall occasionally include within the newsletter an appeal for funds to support the newsletter - as directed by the Secretariat.
- e. Update and maintain documentation relevant to the position of Communications Chairperson- Weave Newsletter.
- 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.

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11. Communications Chairperson 2 – Electronic Communications

OFFICE	Communications Chairperson 2 – Electronic Communications
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. Responsible for the publishing occasional official e-mail announcements as directed by the Secretariat. Such announcements are deemed time critical and effectively fill in time between *Weave* publications. Examples of such announcements include but are not limited to: weekend deadline reminders, newly selected Rectors, Fourth Day events, etc.
- b. Send out messages received from community members using community Blast e-mail distribution list(s).
- c. Keep a presence on social media and moderate any official social media sites of the Via de Cristo movement.
- d. Send cards of sympathy to families of the community members who have passed away, and to members of the community who have lost a parent or child.
- e. Update and maintain documentation relevant to the position of Communications Chairperson- Electronic Communications.

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12. 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. Provide spiritual direction to the Secretariat.
- b. Aid in the selection of other pastors to serve on the Secretariat Board.
- c. Assist the Rectors in selection of Spiritual Directors for each Via de Cristo weekend and confirm commitments.
- d. Assure at least one Spiritual Director is in attendance at each Secretariat Board meeting.
- e. Assist in the selection process of each new Rector as specified by the Bylaws of the Secretariat.
- f. Be the primary contact with other Lutheran clergy.

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13. 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. Serve as general organizer and coordinator for all outreach activities for Eastern North Carolina Lutheran Via de Cristo.
- b. Maintain or initiate communication with as many as possible Lutheran pastors in churches in Eastern North Carolina.
- c. Organize mailings of informational and invitational letters, furnishing outreach brochures, posters and guest registration forms.
- d. Organize Outreach team visits
 1. Non-VDC Clergy
 - a. Arrange for VDC clergy to contact non-VDC clergy for possible interest in a visitation to their church by an outreach team member(s).
 - b. Arrange times, types of presentations to be made with pastor of a church to be visited by the 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.)
 - c. Contact people, nearest the church to be visited, to form a team to make the visit. Inform them of the type of presentation and discuss how many people and possibly musicians will be needed.
 - d. Follow up with pastor after outreach team visit.
 2. VDC Clergy (visits requested by clergy) -same as b through d above)
- e. Outreach brochures
 1. Produce or update as necessary.
 2. Maintain inventory to supply to churches.

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- f. 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)
- g. Keep pastors of churches in eastern North Carolina informed of upcoming weekend dates and encourage them to prayerfully consider attending and/or sending guests from his/her 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.)

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14. 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/email (as time permits) to guest.
- b. Send confirmation e-mail to sponsors as soon as guest registration is received.
- c. Notify guests of what they will need for the weekend.
- d. Provide Rector/Head Cha with electronic 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 fees 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.

- l. Insure there are sufficient numbers of Pilgrim’s Guide (guests plus all professors) and crosses with lanyards for all of the guests for all of the weekends of the current year.

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 and uploaded to google drive asap so website is current at all times..
- d. Keep track of the number of financial aid requests from guests (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.

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- g. Forward monies received to treasurer, confirm financial aid requests.

Approximately 3 weeks before weekend:

- a. Get necessary information from Rector for second sponsor letter (send off, serenade, and Closura times).
- b. Update guest and sponsor letter information.
- c. Send final guest information to Archivist after the weekend as changes happen right up to the start of the weekend.

7-10 days before weekend:

- a. E-mail out guest letters (What to bring).
- b. E-mail our sponsor letter #2.
- c. Check with Rector to see how check-in and welcome should be handled.
- d. Print 4th Day packets including guest list, team list, 4th day welcome letter from Secretariat, guest application, team application, copy of the *Weave* 4th-day manual from National Secretariat; place all items in an envelope for Palanca bags, print extra copies of the guest list for team Palanca bags.

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. Insure there are sufficient numbers of Pilgrim's Guides available at check-in time (all guests and any professors at the tables).
- d. Make sure there are sufficient crosses and lanyards for each guest attending the weekend.
- e. Check with head music cha to make sure he/she has selected songs for opening.
- f. Handle check-in.
- g. Welcome guests once everyone has checked in.
- h. Send final guest list to Fourth Day Chairperson and to Archivist.

After the weekend:

- a. Rectify guest list and monies with Treasurer.

(See Sample Rector Questionnaire next page)

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SAMPLE RECTOR QUESTIONNAIRE

Please complete as soon as possible and return to:

Lynne Hoffman 8222 Fieldcrest Lane Fuquay-Varina, North Carolina 27526

Home Phone: (919) 703-7538

E-mail: lhoffman2426@gmail.com

Via de Cristo # _____

Rector's Name: _____

Rector's Mailing Address: _____

Phone Number and best time to contact you: _____

Camp Phone Number to be used during weekend

Head Cha Phone Number

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: _____

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15. Archivist Chairperson 1 – Data Base Archivist

OFFICE	Archivist Chairperson 1 – Data Base Archivist
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 available 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 North Carolina Via de Cristo 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 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.

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- 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 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.
- h. Maintain documentation and provide updates relevant to this position to the Secretariat.

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16. Archivist Chairperson 2 – Web Site Archivist

OFFICE	Archivist Chairperson 2 – Web Site Archivist
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

1. Manage and maintain the movement's web page with information about the movement, upcoming weekend details, team application, guest application, calendar of events, the *Weave*, members of the Secretariat board, links to other Cursillo movements, and other items as directed by the Secretariat board.
2. Assure domain name is properly registered and paid, with no lapses in domain registration. The domain name is www.encydc.org.
3. Assure web-hosting site is properly established and paid. As of 2015, the site is hosted by deltaforce.net., Future hosting sites may be considered, and if a change is made, update here in these procedures.
4. Establish and maintain official e-mail address (encydc@gmail.com). Forward e-mail requests to the appropriate Secretariat member as required.
5. Maintain an e-mail based prayer distribution list.
6. Maintain an e-mail based Secretariat announcement list. Work with the database Archivist to keep the e-mail addresses current. The announcement list will be used for official time-sensitive announcements as directed by the Communications Chair.
7. Work with the Communications Chair to update the web site with *Weave* publications and other information. Assist Communications Chair in the method of distributing announcements and the *Weave*.
8. Accomplish any other duties and preserve any publically available information which the Secretariat deems appropriate.
9. Maintain documentation and provide updates relevant to this position to the Secretariat.

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17. 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 to be elected.
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

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President, Vice-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 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 weekend is eligible for office, except the office of President and Vice-President.
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.

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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.

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

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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 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.

Uncontested offices may be voted in aggregate by verbal acclamation if such

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18. 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

1. Advise the Secretariat regarding all factors involving the use of music on Via de Cristo weekends, renewal day, serenades, and Ultreyas 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.
2. Serve as a music resource for Rectors, Head Music Chas, and Ultreya organizers regarding the selection of music and its proper copyright notation.
- 3 Energize the Fourth Day community by periodically organizing with the Fourth Day Chair board member, Ultreyas in joyful singing and praise.
4. 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.
5. Work with the Serenade Leader selected by the Rector to organize and carry out the serenade on weekends.
6. Shall update and maintain documentation relevant to the position of Music chairperson.

CCLI Account Overview-Church / Organization Info

CCLI license grants legal permission for the following activities to take place:

1. Printing song words in bulletins or newsletters or making a song sheet.
2. Making custom songbooks with song sheets in them.

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SongSelect is an online resource that allows us to print music, chord sheets, and lead sheets from the web site as well to do the above four items.

Our Account Information on File:

Eastern NC Lutheran Via De Cristo

7000 Creedmoor Rd

Raleigh, NC 27613-3652

Email: encvdc@rtpnet.org (encvdc@gmail.com)

Number: 704-933-1820

Denomination: Lutheran - Other

Church Size: B (100 - 199)

Contact Info: ENCVDC Secretariat, encvdc@rtpnet.org (encvdc@gmail.com)

Current Song Select Log in: jillcassone@gmail.com

ENCVDC

<http://support.ccli.com/category/songselect/> link to all articles on song select

Format to use when listing songs for rehearsals at Serenades as well as introducing new songs, not from book, but from CCLI, for use on weekend: [this example below, does not have our license in it, it is an example:] All info is on Song Select at time of selection printing.

CCLI Song # 23914

© 1987 Sovereign Grace Praise

For use solely with the SongSelect Terms of Use. All rights reserved. www.ccli.com

CCLI License # 492985

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Organization ID Number for Access to link users to song select: 2332830-01-5740

Organization ID Number for Access to link users to reporting:

Copyright Use license Number: 492985 and zip code, 27613

Reporting log in: encvdc@rtpnet.org password: encvdc need to link to reporting number, need that number

Reporting Procedures for ENCVDC

(Music Chair)

1. Report Songs we print for use for singing at weekend meetings as well as on the weekend-when asked by CCLI
 - a. Each Rector will report their Music Head Cha & Head Cha to the Music Chair, with contact information
 - b. Music Chair will contact Head Cha and Music Head Cha via email with Music Cha Leader Instruction Sheet
 - c. Music Head Cha will comply with sheet procedures so submission of report on songs is correct and timely, and so that copyright information on song sheets is also applied in print.
 - d. Music Chair will save these songs on a list until the weekend has ended and this will then be submitted with the ending weekend submission along with serenade submission.

2. Report Songs we print for use for singing at serenades when asked by CCLI
 - a. Each Rector will report their serenade leader to the Music Chair, with contact information
 - b. Music Chair will contact Serenade Leader via email with Serenade Leader Instruction Sheet
 - c. Serenade leader will comply with sheet procedures so submission of report on songs is correct and timely, and so that copyright information on song sheets is also applied in print.

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d. The Music Chair will save these songs on a list until the weekend has ended and this will then be submitted with the ending weekend submission.

3 Report Songs we print for use for singing at Ultreyas and renewal team meetings and renewal day, when asked by CCLI

a. Each Rector will report their Ultreya leader and music head of renewal to the Music Chair, with contact information

b. The Music Chair will contact Ultreya Leader and renewal music head via email with Serenade Leader Instruction Sheet

c. Ultreya leader and Renewal Rector/Music Cha will comply with sheet procedures so submission of report on songs is correct and timely, and so that copyright information on song sheets is also applied in print.

d. The .Music Chair will save these songs on a list until the weekend has ended and this will then be submitted with the ending renewal and Ultreya submission.

Serenade Leader Music Copyright Compliance Procedure

Thank you for being a Serenade Leader.

Please keep in mind that procedures for using music in ENCVDC have changed, and as a serenade leader you are agreeing to follow new procedures that have been put in place to protect ENCVDC. These procedures will be enforced by the Secretariat. It is so important to follow them so as to stay within our use of the copyright, church and SongSelect licenses we have rights to use.

Procedures:

1. Please plan your songs ahead of time. Last minute song selections cannot be used if you do not have proper citing of copyright and license use on your serenade sheet.
2. In printing your song sheets, ensure that the following copyright tag line appears at the bottom of each song, not song sheet. In other words, you must credit the artist and song title, with our license under each song on your Serenade song sheets. A format of what one might look like is below. Our license number to use is below.

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IF YOU USE SONG SELECT TO PRINT YOUR SONG SHEETS, OUR LICENSE
AUTOMATICALLY GOES ON THEM!

CCLI Song # 23914

© 1987 Sovereign Grace Praise

**For use solely with the SongSelect Terms of Use. All rights reserved.
www.ccli.com**

CCLI License # 492985

3. Finally, please send in an email a copy of your song sheet to the Music Chair on the Secretariat for proper reporting. *The list should be sent one day prior to the serenade. The rector will be held ultimately responsible for this list.*

How do I access CCLI database to obtain song lyrics, sheet music and copyright info?

, GO TO SongSelect AT <https://us.songselect.com/>

Username: jillcassone@gmail.com

PASSWORD: ENCVDC

Head Music Cha/Rector Music Copyright Compliance Procedure

Thank you for being a Head Music Cha:

Please keep in mind that procedures for using music in ENCVDC have changed, and as a head music cha you are agreeing to follow these new procedures that have been put in place to protect ENCVDC. These procedures will be enforced by the Secretariat. It is so important to follow them so as to stay within our use of the copyright, church and SongSelect licenses we have rights to use.

Procedures:

1. Please plan your songs ahead of time. Last minute song selections make it hard on the reporting side. As much planning is needed as possible. You need to keep a running list

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of all music sung or played at TEAM MEETINGS, EACH DAY ON THE WEEKEND, AND THE ULTREYA FOLLOWING THE WEEKEND. Music for which you do not have proper citing of copyright and license use cannot be used.

2. In printing any song sheets, for songs not in our books, ensure that the following copyright tag line appears at the bottom of each song, not song sheet. In other words, you must credit the artist and song title, with our license under each song on your additional song sheets. A format of what one might look like is below. Our license number to use is below. IF YOU USE SONG SELECT TO PRINT YOUR SONG SHEETS, OUR LICENSE AUTOMATICALLY GOES ON THEM!

CCLI Song # 23914

© 1987 Sovereign Grace Praise

For use solely with the SongSelect Terms of Use. All rights reserved. www.ccli.com

CCLI License # 492985

3. Finally, please send in an excel document a list of all the songs you have used and the AMOUNT OF TIMES YOU USED THEM! This is critical. For instance, "I stand in awe" may have been used 13 times over the course of the weekend. You would need to track that. Please send an EXCEL document with four columns to the Music Chair on the Secretariat for proper reporting. ***The list should be sent no later than one week after the final Ultreya for that weekend. The rector will be held ultimately responsible for this list.***

The columns should be: Song Title Artist Song number Frequency

How do I access CCLI database to obtain song lyrics, sheet music and copyright info?

, GO TO SongSelect AT <https://us.songselect.com/>

Username: jillcassone@gmail.com

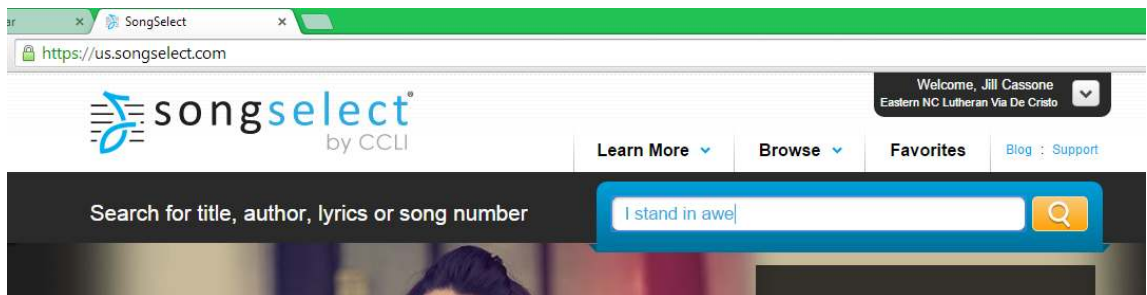
PASSWORD: ENCVDC

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Using Song Select (Head Music Chas and Serenade Leaders)

How do I find music?

1. Click on Song select from main home page of CCLI or go to:
<https://us.songselect.com/>
2. Use the search box to enter in a song title, you may also try the artist name as well.



3. The next page will show selections that match, choose the one you need:

From this page you can see you can print and view various things: You can play the song, or view a lyric sheet, a chorus sheet, a lead sheet or a vocal sheet. You can also tag the song as a favorite. Click to view, then print from a browser.

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The screenshot shows the SongSelect website interface. At the top, there's a search bar with the text "I stand in awe" entered. Below the search bar, there are navigation options: "Learn More", "Browse", "Favorites", and "Blog". The main search results area shows two entries for "I Stand In Awe": one by Mark Altrogge (Sovereign Grace Praise) and one by Louis Collins (Parachute Music). Each entry has a play button, a lyrics icon, a chord icon, a lead icon, a vocal icon, and a favorite icon. On the left side, there's a "Narrow Your Search Results" section with "Available Content" (Lyrics: 415, Chord Sheet: 72, Lead Sheet: 95, Vocal Sheet: 33, Sound Sample: 166) and a "Language" section.

4. From this next page, once a selection has been made, you can print, copy, email (to other Chas), or just view.

The screenshot shows the lyrics page for "I Stand In Awe" by Mark Altrogge. The page includes a "back to Search Results" link, a "Add to Favorites" button, and the song number (2342971) and original key (G). There are tabs for "Overview", "Lyrics", "Chord Sheet", "Lead Sheet", and "Vocal Sheet". Below the tabs, there are icons for "Copy", "Print", "Download", and "Email". The lyrics section is titled "Chorus 1" and contains the text "Extend to your response".

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Head Cha & Serenade Leader: SongSelect, CCLI cent.

What if I get into Song Select and cannot print music sheets

(Chord sheets, Lead sheets, Vocal sheets)?

If you can view the music sheets in your web browser, but cannot print the music sheets, here are tips that have been successful in helping other people:

Step 1. Have you reached the maximum [200 print capacity](#) for your SongSelect® subscription year? Please check by going to the Activity tab in your SongSelect® account. Contact [the Head Music Chair at the Secretariat](#) to see if we can purchase an additional block of 50 songs.

Step 2. If you are using the Metro version of Internet Explorer on Windows 8, the Print button does not respond to clicks. Go to CCLI and look up this article for more info

Step 3. Verify you are able to print from another program (Word, Notepad, Excel, etc...). We want to rule out that it is a problem with your printer. You can update your printer to the latest driver from the manufacturer's website at no charge.

Step 4. Perhaps you need to clear the cache or temporary internet files.

Step 5. Uninstall and reinstall the Adobe Flash Player

You can uninstall the flash player by following the instructions on this page: <http://helpx.adobe.com/flash-player/kb/uninstall-flash-player-windows.html>

After uninstalling of the Flash Player software is complete, you can reinstall the Flash Player.

Get it here: <http://get.adobe.com/flashplayer/>

Still not working? Go to Step 6.

Step 6. Test for Problem Add-ons on your Internet browser.

Still not working? Go to Step 7.

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Step 7. Another option that has resolved this problem for some people is to “Allow Plug-ins” for the website www.songselect.com.

If all else has failed:

Try using another Browser (Firefox, Google Chrome, etc.).

**Music Chair Reporting Procedures-How to use CCLI Website to Report
What, When**

1. When CCLI wants reporting completed for a quarter, every 2.5 years, they will send you the instructions.