

APPROVED

LANSING CURSILLO SECRETARIAT MEETING MINUTES

St. Mary Star of the Sea Parish

January 5, 2018

Attendance: Mary Delgado, Lisa & Mike Dubinski, Diane Eberhart, Deacon Tom Franklin, Andie Glanzman, Maria Jaimez, Howard & Marybeth Kaak, Marie Luckner, Gene Myers, Fr. Tim Nelson, Anne Raczkowski, Jackie Rowe, Sarah Scholl, Bill Siarny

The meeting began at 6:45 PM with grouping followed by opening prayer and spiritual direction given by Fr. Nelson.

Secretary Report: Minutes from the December 1, 2017 meeting were reviewed. Amendments were made to Saline's December Ultreya date and the Post-Cursillo report. The minutes were approved as amended. (The amended/approved December 1, 2017 minutes are posted on www@lansingcursillo.org under Secretariat. The Lansing Diocese Cursillo website is hosted by the St. Francis Retreat Center.)

Treasurer's Report: Sarah Scholl reported that the Huntington Bank account was closed. A cashier's check in the amount of \$2,742.28 was drafted and given to St. Mary's Star of the Sea to be added as a line item in their bookkeeping system for the present time. Another check for \$200.00 was also given to St. Mary's at the same time so the current balance deposited with the church is \$2,942.28. All deposits and withdrawals from the Cursillo account with St. Mary's are handled by their bookkeeper, Cinnamon Soule. Sarah has another \$14.00 to deposit; a reimbursement check will also need to be cut for printing supplies.

All requests for disbursement of funds need to be made to Sarah and approved by Mike Dubinski. A request for a check from the Cursillo funds will then be made to St. Mary's bookkeeper. Fr. Tim suggested that a 'check request form' be drafted so that we have a paper trail for any expenditures. Sarah will work on the request form. It was also suggested that we codify what happens if a check is needed in Mike's absence. Would the assistant director approve the request?

Sarah is filling out the form for a new EIN number. There are a few questions pertaining to address, principal holder and agent that need to be addressed before it can be completed. Application for the 501c3 will be done after we obtain the EIN number.

Discussion on the need for Cursillo to be registered in the Kennedy Directory as a tax-exempt diocesan organization. Suggestion made to contact diocesan person responsible for the directory for help in this matter.

Palanca Report: Andie is working on updating the palanca letter that the Lansing Cursillo sends out in response to requests for palanca from other dioceses. She also has her information up on the National Movement's site. If you have palanca requests or you have done palanca to be added to our diocesan palanca letter, please forward that information to Andie. Andie's phone number is 517-902-1641; her email is latinandie@yahoo.com.

CENTER REPORTS

Adrian, Flint, Jackson, Saline, and "the Lakes" submitted written center reports.

Adrian-Maria Jaimez: Our last Ultreya was held on December 9th. John Solis gave the witness. He had his yearly check up with the great news that he is still cancer free. Praise God!

Leaders School and group reunions have been on break due to the holidays. Leaders School starts back up on Monday, January 8th. The women's group resumes on Tuesday, January 9th. The Spanish group will meet on Wednesday, January 10th. All the new Spanish cursillistas participated in the Virgen de Guadalupe novena, the "las posadas" and the "mananitas" to the Virgen.

Maria introduced Mary Delgado from Lansing's Cristo Rey parish to the group. Mary has been working with the Kalamazoo Diocese to prepare cursillistas to hold Spanish Cursillo weekends in the Lansing Diocese. Men and women from her parish attended the Spanish Cursillos in Kalamazoo last year. She is now looking for a site to hold the weekends. Discussion followed on possible sites that were affordable. This conversation led to continued discussion on applying for a grant from the diocese for funds for Spanish weekend participants.

Charlotte-Bill Siarny: Group meetings are held on Fridays. We have a possible ten people who meet. The same group meets for Leaders School on Tuesdays at 9 AM. We are going through the two books.

Flint-Gene Myers: Tuesday and Thursday group reunions are meeting. We missed the December Lansing Ultreya because of the weather. We are current on the Leaders School schedule.

Jackson-Lisa Dubinski: Ultreya was held on December 16th with 12 cursillistas in attendance. Witness speaker was Howard Kaak; the echo was given by Steve Berkemeier. The next Ultreya will be held at The Lakes on January 20th. Leaders School will resume after a holiday break this coming Monday.

The Lakes-Diane Eberhart: Meeting on Mondays at 6:30 PM for grouping and Leaders School with anywhere from 5-7 in attendance. We are starting back up again on Monday, January 15th after the holiday hiatus.

St. Rita will host the Jackson area Ultreya on Saturday, January 20th. Diane will put an announcement out regarding the Ultreya using the prayer request on the St. Francis website.

Diane has been asked to speak about Cursillo at the St. Rita's Ladies Tea Event this coming Sunday.

The Lakes still have three candidates who are set to go on the Spring weekend.

Lansing: Not represented at the meeting; no report.

Livingston: Not represented at the meeting; no report.

Saline-Jackie Rowe: The December/Advent Ultreya was held on December 21st. A small group shared their thoughts about their faith journeys as practice for future sharing with family/friends. As a follow up to the Ultreya discussions, Joan Plumley sent a DVD to the attendees with Fr. Michael Schmitz's presentation on "Learning to Love from the Bible". The next Ultreya is scheduled for January 18th. The witness is to speak on the Called and Gifted Seminars.

The Center has one group reunion on Tuesday afternoon, two groups on Wednesday evening and one group on Saturday morning. Leaders School is also held on Saturday morning. We continue to read both **Fruitful Discipleship** and **Study of the Charism** together. We find the study materials lead to discussions on the basics of Cursillo. Three new cursillistas are attending Leaders School.

COMMITTEE REPORTS

Pre-Cursillo: Diane Eberhart reported that they attempted to contact all candidates who were signed up for the fall weekends. Of the nine women candidates, five are still set to attend, one is checking her work schedule, one cannot attend, two have not responded to emails. One man is still set to attend. Maria Jaimez is checking with Fr. Michael Newman. Fr. Tim needs contact information to follow up with Fr. Nate Harburg.

Jackie asked if the 'confessional cards' were still available. Fr. Francis at St. Andrew in Saline likes to use them as they have the 'Act of Contrition' printed on them; he has asked her if she could supply more of them. Lisa has some left from the Men's Conference; the supplies at DeWitt need to be checked to see if there are any in storage. However, the contact information on the card needs to be changed. Discussion on cost and who would print more of the cards.

We need to start looking for Scott Lee Brown's replacement immediately as he will not be able to continue in his two roles for Cursillo past the end of 2018. Presently he maintains the 'Cursillo Constant Contact Database' that is uploaded to SFRC each month. This is the data base that drives our Cursillo communications and prayer requests. He also creates and maintains listings for candidates for Cursillo weekends. These listings are used by the team for tables assignments, special dietary preparations, palanca preparation, and other information needs. It is essentially the information on the weekend application form and the sponsor form organized into useful topical listings. When the weekend is completed, the listings are used to enter the new cursillistas into the 'Cursillo Constant Contact Database'.

It is recommended that the information on Scott's roles be turned into a communication from the Lay Director to the cursillistas of the diocese soliciting a response from anyone who might be interested in such a role. This ministry to Cursillo would appeal to a detail-oriented individual who prefers to stay in the background. The information could be sent out via the 'Cursillo Constant Contact Database'.

Cursillo: Andie Glanzman will need to replace one team member who has had to drop out. Others who were on the fall team need to check their schedules to confirm their availability for the spring weekend. Andie does have other contacts for team and is confident she will not have trouble forming a team. Mike Dubinski will be the men's Rector. His team is slowly coming together. Mike and Andie will get together to decide on how to carry out formation for their spring weekend teams. The spring weekends are scheduled as follows: Men: April 5-8 at St Francis Retreat Center Bethany House; Women: April 12-15 also at Bethany House.

Post-Cursillo: Lisa Dubinski announced that Anne Raczkowski will replace her as Post-Cursillo Chair. Lisa will not be able to continue in this position because of her commitment on the Regional Service Team. Lisa will continue to help Anne.

DISCUSSION

Mike stated the need for more Cursillistas to become involved in all the committees. He asked those present to take this need back to their Centers and invite others to be on one of the committees.

The possibility of applying for another ministry grant from the diocese was addressed. The last grant that Cursillo applied for from the diocese was a request for funds for books and supplies. Cursillo

received funds for that request, however action was not taken to renew the grant. Sarah and Fr. Tim will review the last grant request and consider ways to rewrite that request for present ministry needs.

Paper copies of the Lansing, Michigan Diocesan Secretariat By-Laws approved in April 2017 were handed out and discussed. Fr. Tim asked the group to review the use of the term “Diocesan Chaplain, serving as Spiritual Director” and the role of the Spiritual Advisor for the Secretariat as stated in the Leaders Manual. As he understands the role of Spiritual Advisor from the Leaders Manual, it is to advise the Secretariat on spiritual matters and to appoint appropriate people to give the spiritual rollos on the weekend. He thinks the 2017 by-laws changed the description of the role and that this needs to be addressed in our review of the by-laws for 2018.

Discussion also on the number of votes allowed to the center representatives on the Secretariat. Referring to Article IV of the Secretariat by-laws, Mike thought that two representatives from the Center would need to be present for the Center to utilize the two votes allowed. He did not feel that one representative should be able to cast the two votes. A suggestion was made that the Lay Director inform the center representatives when a vote is going to be taken at Secretariat, so Centers can decide how many representatives they will send to Secretariat to vote.

The articles in the 2017 by-laws will be reviewed at the February Secretariat. The Secretariat will work to agree on the language of each article for the 2018 By-laws. Voting will take place after review and agreement on the language.

It was suggested that Secretariat meeting minutes be sent out to Center Leaders for review as soon as possible after the monthly meeting. Center leaders will then have information to give out at their monthly Ultreya and can send any corrections to the secretary for updating before the next meeting. Otherwise this information won't be available until after the minutes are approved and posted following the next month's Secretariat.

NEW BUSINESS

Andie explained the printing supply reimbursement request that she had submitted to Sarah. The ink cartridges were a big expense. Discussion on the cost of getting copies printed. Lisa asked Fr. Tim if a code for Cursillo could be created to use on the St. Mary copier. She would rather pay St. Mary's for copies than have them done at a print shop. Lisa will also contact St Francis Retreat Center for a clarification on getting material printed through them.

The meeting closed with prayer at 8:42 PM.

NEXT MEETING: FEBRUARY 9, 2018 - 6:30 PM – St. Mary Star of the Sea, Jackson, MI - (PLEASE NOTE THIS WILL BE THE SECOND FRIDAY OF THE MONTH. THE DATE HAS BEEN CHANGED TO ACCOMMODATE FR. TIM'S SCHEDULE CONFLICT.)

Submitted by: Marie Luckner