

APPENDIX A

SECRETARIAT
DETAIL DUTIES

SOUTH CAROLINA LUTHERAN

VIA de CRISTO

*As created by the
SC Lutheran Via de Cristo Secretariat*

*JULY 1992
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APPENDIX A

DETAIL DUTIES: Lay Director

The Lay Director is responsible for conducting the regular meetings of the Secretariat, appointing all committees, signing of documents for the Secretariat with Secretariat approval, and representing the Secretariat at various meetings as well as Via de Cristo functions. The Lay Director will oversee Via de Cristo related activities.

DETAIL DUTIES: Leadership Training

1. Organize and maintain a list of all team members, what positions worked, and candidates who have attended a weekend. Maintain a list of all who have had Leadership Training.
2. Provide the information from item 1 above to rectors/rectoras to aid them in team selection.
3. Order and distribute material from National Secretariat to assist with team formation and training.
4. Maintain a library of current Via de Cristo publications.
5. Schedule Leaders' School on a regular basis for basic training in Via de Cristo Dynamics and Techniques. (See NLS Leadership 101 and 201).
6. Serve as backup to Lay Director at Secretariat meetings.

DETAIL DUTIES: National Delegate

1. Attend the annual National Convention and represent the local Secretariat. Prepare a summary report of the convention's activities for the local Secretariat.
2. Act as a liaison between the National Lutheran Secretariat and the local Secretariat.
3. Serve on a national committee(s).

APPENDIX A

DETAIL DUTIES: Palanca

The Palanca Chairperson obtains prayer support and visible support in the form of letters and posters for the weekend. This person encourages the community to provide banners, hand-crafted items, baked goods, and individual letters for those attending a weekend. The chairperson also communicates SC Lutheran Via de Cristo's support to other communities.

1. Maintains a current mailing list of palanca contact persons;
2. Informs other communities of our weekend dates;
3. Requests prayers and letters from other communities;
4. Ensures that letters from other communities are delivered to the weekend;
5. Sends letters from the SC Via de Cristo to weekends being held by other communities;
6. Schedules 72 hours of prayer palanca for each South Carolina weekend;
7. Provides a prayer banner visualizing the 72 hours of prayer;
8. Encourages the community to provide banners, hand-crafted items. Coordinates as necessary;
9. Writes articles for the newsletter concerning palanca and informs the national palanca chair of weekend dates;
10. Assists in obtaining special letters for pilgrims that may be missing letters for those attending the weekend.

DETAIL DUTIES: Post-Weekend

The Post Weekend Chairperson is responsible for all aspects of developing and maintaining the Christian Community. The Chairperson organizes and ensures that the duties are performed; he/she does not necessarily perform these duties alone.

1. Writes newsletter articles and prepares material that relates to the development and maintenance of Reunion Groups as well as the Community at-large.
2. Organizes and conducts Ultreyas on a regular basis, preferably quarterly.

APPENDIX A

DETAIL DUTIES : Pre-Weekend

The Pre-Weekend Chairperson is responsible for all aspects of the weekends up to, and including, the start of the weekend.. The chairperson organizes and ensures that these duties are performed; he/she does not necessarily perform these duties alone.

1. Handles all details regarding the applicants including special dietary and/or medical requirements.
2. Reviews applications for proper sponsorship. Processes the application including letters of acceptance to the pilgrims and sponsors.
3. Takes care of registration of the pilgrims.
4. Prepares the list of pilgrims and distributes to the community via newsletters, special mailings, team meetings, etc.

DETAIL DUTIES: Spiritual Directors

1. Will maintain an up-to-date roster of pastors who are willing (and active in the movement) to serve as spiritual directors for men's, women's, and co-ed weekend retreats. This would include those who are both able and ready to serve as head spiritual directors as well as those in training.
2. After discussion with all the spiritual directors on the Secretariat and in conjunction with any input from the upcoming rector/rectora, select the head (one) and other (two or three) spiritual directors for both men's, women's, and co-ed weekends.
3. Coordinate their schedules so that there will be a spiritual director at each Secretariat meeting, whether monthly or called, and attend all Secretariat meetings if possible.
4. Lead the Secretariat, by example, in spiritual matters with a sense of Christ's love and servanthood.
5. Be open to the needs of all members of the Secretariat and provide for any pastoral needs or counseling as necessary.
6. Be available to provide opening and closing prayers; and, if requested by the Secretariat, lead the Secretariat in prayer over any difficult decisions that may need attention.
7. Give suggestions, as needed for improving the role of the spiritual director on weekend retreats.

APPENDIX A

8. In conjunction with other spiritual directors, provide an up-to-date suggested book list of reading materials for Secretariat members and weekend candidates.
9. Give spiritual guidance to the Secretariat in order to maintain Lutheran theological integrity.

DETAIL DUTIES: Weekend

1. Secure facility with contract in writing on fees. These facilities should contain the following:
 - a. adequate sleeping areas and bathrooms;
 - b. adequate kitchen facility.
 - c. comfortable and spacious conference room;
 - with round tables to seat eight
 - podium with microphone
 - easel
 - d. - chapel
 - altar table and crucifix;
 - e. room for snack food near conference room; room for gift palanca.
2. Secure necessary supplies such as:
 - pencils, pens
 - spiral tablets for note taking
 - poster boards (approx. nine dozen per weekend)
 - eight packages colored markers for posters
 - coffee maker and coffee, cream, sugar, stirrers
 - first aid kit
 - Pilgrim Guides, crosses, 4th Day Books for Pilgrims
 - cups and paper products for kitchen, rollo room, etc.
 - candles (12")
 - luminary bags and candles

APPENDIX A

DETAIL DUTIES: Communications

1. Publishes a newsletter. This will be done at least twice a year. It should be published quarterly if money is available and is requested by the Secretariat.
2. Maintains a current directory of all cursillistas in South Carolina who have attended or served on a Via de Cristo weekend. This list may include any others who have requested that they be included on our mailing list.
3. Assembles a committee from cursillistas in South Carolina to assist with the newsletter and other duties - gathering information, articles, mailing, etc.
4. As requested by the Lay Director and National Delegate, corresponds with the National Lutheran Secretariat. Example: Roster of SC Secretariat and changes, number of cursillistas, SC pastors who have attended Via de Cristo.
5. As requested by the Leaders Chairperson, maintains a list of all who have served on a Via de Cristo weekend in South Carolina, and the position(s) they have served, to assist the Secretariat and Rector(a)s.
6. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.