

Leadership Training Duties
Danielle Leonard

1. Research and keep updated on all training classes, training events, and training resources that are available for all Secretariat Members and Rector/Rectora. These individuals need to be trained because they are in Leadership Rolls of The Weekend.
2. Serve as Liasson between Secretariat and Community. Leadership Trainer should be able to answer questions that may come up from the community in the event the Lay Leader is unavailable. The community should also be made aware of this contact.
3. Assist Secretariat members as they acclimate to new positions. Guide new Secretariat members into their appointed positions and verify that previous members have been in contact with the newer members. Assist with any questions that may arise.
4. Review and be familiar with positions of the Weekend.
 - a. Be prepared to assist Rectora/Rectora with what to expect.
 - b. Be prepared to assist with any Head Cha questions.
 - c. Be prepared to attend meetings in preparation of the Weekend.
5. Serve as Keeper of information
 - a. Have available copies of all Head Cha responsibilities.
 - b. Have available a copy of the Rector/Rectora information including script and weekend schedule.
6. Be able to teach how to critique talks to those serving on the Weekend. Also, be familiar with “Essentials vs Adiaphorous”, so that the Sponsors and supporters know how to offer palanca.
7. Suggested training should be made available twice a year unless:
 - a. A new training course becomes available.
 - b. Training materials have been changed.
 - c. Any special training events that may occur.
8. Keep files on those who have completed the training.
 - a. Have they attended training before?
 - b. How long ago was their training?
9. Serve the Sponsors and Cursillistas after the Weekend, by assisting the Sponsor find a Reunion Group for the newest Cursillistas. In some cases, there may be the need to create a Reunion Group. Some training in this area may be an option.
10. Assist in securing a Golf cart for the Weekend, having knowledge of where and how to secure this same. Secretariat should give approval of reputable place to secure the Golf cart and insurance. This knowledge should be shared with the Rector/Rectora and Head Cha person. They in turn should make the contact to secure a Golf cart.
11. It is the responsibility of the Leadership to support all positions on Secretariat, he/she takes on the role of supporting SCVdC as a whole unit, local and national, and on the Weekend.

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