

# **SECRETARIAT DETAIL DUTIES**

***SOUTH CAROLINA LUTHERAN  
VIA de CRISTO***

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

*JULY 1992  
Revised November 2013*

### **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 and will correspond with the National Lutheran Secretariat. Example: Roster of SC Secretariat and changes, number of cursillistas, SC pastors who have attended Via de Cristo.

### **DETAIL DUTIES: Leadership Training**

1. Provides training sessions and information (such as Item 2 below) to Rector(a) prior to formation of team, and offers support as needed.
2. Maintains a list of all who have had Leadership Training and sends to Communications to update database.
3. Orders and distributes material from National Secretariat to assist with team formation and training as needed.
4. Schedules Leaders' School on a regular basis for basic training in Via de Cristo Dynamics and Techniques. (See NLS Leadership 101 and 201).
5. Serves as backup to Lay Director at Secretariat meetings.
6. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

### **DETAIL DUTIES: National Delegate**

1. Attends the National Lutheran Secretariat Annual Meeting and represents the local Secretariat. Prepares a summary report of the convention's activities for the local Secretariat and for the Via de Cristo Community.
2. Acts as a liaison between the National Lutheran Secretariat and the local Secretariat.
3. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

### **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, handcrafted 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 Lutheran 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, handcrafted items. Coordinates as necessary.
9. Sends information to the community concerning palanca and informs the national palanca chair of weekend dates.
10. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

### **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. Communicates information that relates to the development and maintenance of Reunion Groups. Follows up with sponsors and community at large to emphasize the importance of Reunion Groups.
2. Submits information to webmaster for inclusion on website.

3. Organizes and conducts Ultreyas on a regular basis, preferably quarterly.
4. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

#### **DETAIL DUTIES: Pre-Weekend**

The Pre-Weekend Chairperson is responsible for all aspects of the weekend 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. Keeps a detailed spreadsheet.
2. Reviews applications for proper sponsorship. Processes the applications 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.
5. Sends e-mails to the community as reminders of the upcoming weekend and encourages the pilgrim process.
6. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

#### **DETAIL DUTIES: Spiritual Directors**

1. Will ensure that an up-to-date roster of pastors who have attended a weekend is submitted to communications.
2. Assists the Rector(a) in selection of Spiritual Directors as needed for weekend retreats.
3. Leads the Secretariat, by example, in spiritual matters with a sense of Christ's love and servanthood.
4. Is open to the needs of all members of the Secretariat and provides for any pastoral needs as necessary.

5. Is available to provide opening and closing prayers and Holy Communion if requested by the Secretariat. Leads the Secretariat in prayer over any difficult decisions that may need attention.
6. Gives spiritual guidance to the Secretariat in order to maintain Lutheran theological integrity.
7. Coordinates schedules so there will be a spiritual director at each Secretariat meeting, whether monthly or called, and attends all Secretariat meetings if possible.
8. Performs other duties as requested by the Lay Director.

#### **DETAIL DUTIES: Weekend**

1. Secures facility with written contract including fees. These facilities should contain the following:
  - adequate sleeping areas and bathrooms
  - adequate kitchen facility and dining room
  - comfortable and spacious conference room with round tables
  - podium with microphone
  - chapel
  - altar table and crucifix
  - room for snack food near conference room
  - room for gift palanca
2. Secures necessary supplies such as:
  - pencils, pens
  - spiral tablets for note taking
  - poster boards (approx. nine dozen per weekend)
  - colored markers for posters
  - coffee maker and coffee, cream, sugar, stirrers
  - first aid kit
  - Pilgrim Guides, Crosses, 4<sup>th</sup> Day Manuals for Pilgrims
  - cups and paper products for kitchen, rollo room, etc.
  - candles
  - serenade candles
3. Secures other items as needed for weekend.
4. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

### **DETAIL DUTIES: Communications**

1. Provides information to webmaster for posting on website, relative to Via de Cristo news and events of the Via de Cristo community.
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 team from cursillistas in South Carolina to assist with gathering information, writing articles, etc.
4. 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.
5. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

### **DETAIL DUTIES: Music**

1. Obtains all copyright permissions as needed for the reproduction of music to be used at any Via de Cristo event.
2. Attends meetings of the Secretariat and performs other duties as requested by the Lay Director.

