

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT  
JOB DESCRIPTION: ASSISTANT LAY DIRECTOR**

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**FUNCTION**

*The position of Assistant Lay Director is a one-year learning position. Its intent is to enable the incumbent to become familiar with all the aspects of the Lay Director's position. This facilitates continuity and consistency, when he or she becomes the Lay Director the following year. This is normally a one-year elected position. (The Bishop has the option of appointing a Lay Director)*

**GENERAL**

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

**RESPONSIBILITIES AND DUTIES**

1. Attends all Secretariat meetings and chairs same in the absence of the Lay Director
2. Learns as much as possible about the way in which the Secretariat and Movement functions.
3. As a member of Secretariat, attends Ultreyas other than one's own in order to show support, answers questions and receives comments, whenever possible.
4. Assists the Lay Director as required and acts in the place of the Lay Director, if necessary.
5. Attends one annual Secretariat meeting with the Bishop.
6. Acts as a member of Discernment Committee to periodically screen and generate list of potential Lay Rectors
7. Attends the weekend coordinator's meeting with the newly appointed Lay Rectors.
8. Commissions the sponsors at the Send-off.
9. Welcomes the new Cursillistas at the Closings, at the request of the Lay Director.
10. Represents the Movement in the Diocese, other Anglican movements and the Cursillo organizations of other denominations as required.
11. Attends a working meeting of each team and explains the screening procedures as it pertains to the weekend, and holds a question and answer session.
12. Attends the Annual General Meeting

13. Becomes knowledgeable about the OACM screening procedure. In the absence of the Lay Director, is prepared to meet with weekend teams during a working team meeting and explains the procedures as they pertain to a weekend.

14. Screening Procedures

- Follows the requirements of the OACM Screening Procedures.

**TIME COMMITMENT**

<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Prepare for monthly meetings	1	10 meetings	10
Attend all monthly Secretariat meetings	3	10 meetings	30
Attend meeting with Bishop & Secretariat	1	1 meeting	1
Attend Annual General Meeting	2	1 meeting	2
Correspondence and follow up on action items (including e-mails, review minutes)	3	10 months	30
Attend initial meetings with newly selected rectors	3	2 occurrences	6
Meet with team members to deliver Screening in Faith talk	2	2 teams	4
Attend Send-offs	3	2 weekends	6
Attend Manyanitas	1	2 weekends	2
Attend Closings	3	2 weekends	6
<b>Average hours per month:</b>		<b>8</b>	
<b>Total hours per year:</b>		<b>97</b>	
<b>Note: Travel time to attend meetings and functions are not considered in the above</b>			

<b>OPTIONAL ACTIVITIES</b>			
<b>Activity</b>	<b>Number of Hours</b>	<b>Frequency</b>	<b>Total Hours</b>
Attend monthly Ultreyas	1.5	12 occurrences	18
Attend DoDU	8	1 occurrence	8
Attend Deanery Meetings	4	2 occurrences	8