

**BY-LAWS  
OF  
LIVING STONES  
VIA DE CRISTO**

**Adopted 02.13.2005**  
**Last Amended 11.05.2011**  
**Last Amended 11.14.2015**  
**Last Amended 9.15.2018**  
Last Amended 11.17.2018

## **Chapter 1 Business Meetings of the Secretariat**

B1.01 There shall be one regular business meeting of the Secretariat every other month throughout the year beginning with the month of January or February, unless otherwise determined by the Secretariat. The Secretariat shall meet on the same day and time on the specified month as agreed upon by the current Secretariat, or as agreed upon by the Secretariat.

## **Chapter 2 Appointment and Terms of Office on the Secretariat**

B2.01 Lay members of the Secretariat, except the Lay Director, shall be nominated and elected by Living Stones Via de Cristo.

B2.02 Service on the Secretariat shall be limited to one term. Members may return to secretariat after an absence of one year. In order to encourage Lay Directors with previous Secretariat experience, service as the Lay Director shall be considered separately from other service on the Secretariat. Persons filling an unexpired term less than one year shall be eligible to serve a full term after their unexpired term.

B2.03 A candidate for Lay Director shall be nominated by a majority vote of the current members of the Secretariat. The nominee must be confirmed by the Living Stones Via de Cristo community present at the next Ultreya. If elected, the Lay Director shall serve a three year term. A Lay Director filling an unexpired term less than one year shall be eligible to serve a full term after the unexpired term. While in office, the Lay Director may not *be* nominated for or serve as Rector(a) of a Living Stones Via de Cristo weekend.

B2.04 The Assistant Lay Director shall be nominated and elected in January of each year from the current members of the Secretariat to serve for a one year term, to fill in when the Lay Director is absent. The Secretary and Treasurer are not eligible for this position.

B2.05 Any member of the Secretariat missing two (2) consecutive Secretariat meetings without being excused prior to the meeting by the Lay Director shall be removed from office.

B2.06 All job duties for each office are described in Chapter 3 of these By-laws. Operating Procedures are maintained by the Secretary and may be amended as stated in the Constitution.

## **Chapter 3 Duties of the Officers of the Secretariat**

B3.01 The SPONSORSHIP COORDINATOR shall receive and process all pilgrim applications for upcoming Living Stones Via de Cristo Weekends and ensure proper communication of same to the Rector(a). This person shall handle all correspondence with pilgrims and sponsors, as well as any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.02 The WEEKEND COORDINATOR is responsible for all activities related to conducting a Living Stones Via de Cristo Weekend, including securing a location for each Weekend and obtaining all materials necessary to conduct the Weekend. He/she is also responsible for storage of all materials between Weekends. This person shall also be responsible for any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.03 The FOURTH DAY COORDINATOR is responsible for planning and organizing Ultreyas, keeping information on Reunion Groups and publishing same for the community's information, and is also responsible for any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.04 The LEADERSHIP COORDINATOR is to secure educational materials needed for team meetings and Living Stones Via de Cristo Weekends, as well as other materials needed to better equip Cursillistas to do God's work. This person shall receive and process all team applications for upcoming Living Stones Via de Cristo Weekends and ensure proper communication of same to the Rector(a). This person shall maintain records pertaining to roles and responsibilities of those who have served on Living Stones Via de Cristo Weekends. The Leadership Coordinator should be a former Rector(a) or have assumed a variety of leadership roles within the movement. This person is also responsible for other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.05 The PALANCA COORDINATOR is to inform other Cursillo method movements of our Weekends, organize all palanca efforts of Living Stones Via de Cristo Weekends, see that all palanca arrives at the beginning of the Living Stones Via de Cristo Weekend. This person is also responsible for coordinating all palanca from Living Stones Via de Cristo to other Cursillo method weekends and for any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.06 The COMMUNICATIONS COORDINATOR shall be responsible for the preparation and mailing of periodic newsletters, the annual number to be determined by the Secretariat. This person shall also maintain a current mailing roster of all Living Stones Via de Cristo members, and mail updated directories to members as directed by the Secretariat. This person shall be responsible for any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.07 The MUSIC COORDINATOR shall be responsible for maintaining a list of all people who play musical instruments, and provide list to future Rector(a)s. This person shall obtain all necessary copyright authority as needed. This person is also responsible for maintaining all music books and song sheets for Living Stones Via de Cristo. This person shall serve as a resource to Rector(a)s for selection of Music Chas and shall obtain serenade leaders for each upcoming serenade, as well as any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.08 The OUTREACH COORDINATOR shall be responsible for organizing informational meetings/temple talks at churches where Via de Cristo is not currently active, to help inform others of the Via de Cristo movement and provide churches and pastors with current information on Via de Cristo. This person shall be responsible for any other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.09 The SECRETARY will be responsible for keeping computer-based records for Living Stones Via de Cristo. The Secretary will record minutes from each Secretariat Meeting and distribute them to all Secretariat members. The Secretary is to function as a servant by providing information requested by the Secretariat and Rector(a)s. The Secretary should have experience in the word processing, maintenance of databases, and other electronic media. The Secretary should also have access to e-mail. This person shall also be responsible for other duties that are described in the Constitution, Operating Procedures, or assigned by the Lay Director.

B3.10 The SPIRITUAL DIRECTORS (there should be a minimum of two) are the theological advisors of Living Stones Via de Cristo. At least one Spiritual Director is to be at each Secretariat meeting, and must inform the Lay Director if they are unable to attend. At least one Spiritual Director is to be at each Ultreya, and must inform the Fourth Day Coordinator if they are unable to attend. The Spiritual Directors shall support all outreach activities of Living Stones Via de Cristo. They are to provide Lutheran doctrine guidance as needed. These persons are also responsible for other duties that are described in the Operating Procedures or assigned by the Lay Director.

B3.11 The duties of the LAY DIRECTOR, ASSISTANT LAY DIRECTOR, and TREASURER are specified elsewhere in the Constitution and By-Laws of Living Stones Via de Cristo.

B3.12 The role of various Chas may be, but not necessarily, combined with one of the elected Secretariat roles.

The **Registered Agent Cha** receives mail addressed to the Living Stones Via de Cristo community and forwards it, in a timely manner as appropriate, to the Lay Director or Treasurer. This person must be a member of Secretariat and a resident of the State of Virginia.

The following two Chas are not official members of the Secretariat. They are invited to attend Living Stones Via de Cristo Secretariat meetings (as are all community members) but cannot vote or introduce motions. These positions do not normally stand for election, but instead are volunteers who serve at the request of the Lay Director.

The **Web Cha** is primarily responsible for maintaining the domain names, website and e-mail services. He/she also promotes the website through appropriate means and serves the Living Stones Via de Cristo Secretariat and the community as a technology resource. They lend their expertise and experience to any use of information technology that would further the mission of the community.

The **Database Cha** is primarily responsible for maintaining the Living Stones Via de Cristo community's database.

## Chapter 4 Rector(a) Selection

B4.01 The Leadership Coordinator shall provide a list of all Cursillistas qualified to serve as Rector(a) to each member of the Secretariat at least two weeks prior to the meeting at which Rector(a) selection is to occur.

B4.02 All Rector(a) candidates should have served on at least three (3) Via de Cristo teams and have served at least once in a cha position, and once as a rollista, be active in a reunion group and Fourth day activities, and be an active member of their church. Persons who have served as Rector(a) on an adult Cursillo-type Weekend are not eligible.

B4.03 At a regularly scheduled meeting of the Secretariat to be held not less than seven (7) months prior to the approved Living Stones Via de Cristo Weekend date, the Lay Director shall call the Secretariat into Executive session for the purpose of selecting Rector(a) candidates.

B4.04 Upon convening the Executive session, the Lay Director shall open the floor for nominations of at least three, but preferably more, names for each upcoming Weekend. When nominations have been closed, members of the Secretariat shall have an opportunity to comment briefly on the qualifications of the nominees.

B4.05 Three Rector(a) candidates will be selected for each Weekend. Three separate written ballots will be held to determine the primary candidate, first back-up and second back-up candidates. All Secretariat officers, including the Lay Director, will participate in this vote. The Spiritual Director(s) or Lay Director will tally the votes. A candidate will be chosen by simple majority. In the case of a tie, an additional ballot will be held.

B4.06 Within seven (7) days following the ballot, the Spiritual Director(s) or Lay Director will contact the primary candidate to see if he/she will serve on the Weekend for which he/she was selected. The first and second back-up candidate will be contacted respectively if the primary candidate declines. Since the Secretariat only meets every other month, Secretariat members may be notified by phone, e-mail, or in person of the results of this contact. The results of this contact will also be officially presented and recorded in the minutes at the next Secretariat meeting. If none of the candidates accepts for a given Weekend, the Secretariat will select three additional candidates. To avoid additional delay in selecting said candidates, the Secretariat may call a special meeting for this purpose as long as all Secretariat members are notified of the meeting at least two weeks in advance. All other procedures stated above for candidate selection will continue to apply.

B4.07 If a Rector(a) candidate is contacted and cannot serve for the weekend specified, but is willing and able to serve for the next scheduled weekend, the Secretariat will accept this candidate as the Rector(a) for that next weekend. The Secretariat will not have Rector(a)s selected for more than the next three weekends at any given time.

## **Chapter 5 Rector(a) Duties/Team Selection**

B5.01 The Rector(a), in consultation with the Leadership Coordinator, Lay Director, and Spiritual Directors, is responsible for the selection of the Weekend team. It is recommended that team applications be a primary source for team members, but not the only source. Ideally, team members should be currently active in a reunion group and other fourth day activities.

B5.02 The Operating Procedures will specify the team roles required to fulfill a Living Stones Via de Cristo Weekend.

B5.03 The Rector-elect/Rectora-elect shall not begin selection of the team members for their Weekend until the completion of the previous men's/women's (respectively) Living Stones Via de Cristo Weekend.

B5.04 The Rector(a) shall guide rollistas in the completion of the lay rollos, furnish rollistas with materials needed to write rollos, ensure the rollos are critiqued in a loving, Christian manner, and exercise final approval of the rollos.

B5.05 The Rector(a) shall direct preparation of the Weekend team, which consists of conducting a minimum of four team meetings prior to the Weekend, and work with the Head Cha and Head Spiritual Advisor to build a Christian community for the Weekend.

B5.06 The Rector(a) shall exercise final authority during the Weekend. The Rector(a) shall attend the next Secretariat after the close of the Weekend to review the weekend with the Secretariat.

## **Chapter 6 Pilgrim Selection for Living Stones Via de Cristo Weekends**

B6.01 Ideally, a pilgrim should be an active member of a Christian church, sponsored, and have their application signed by a pastor.

B6.02 The Secretariat may exercise discretion for screening Pilgrims who are at risk.

## **Chapter 7 Spiritual Advisor Selection and Duties for a Living Stones Via de Cristo Weekend**

B7.01 The Spiritual Advisors for each Living Stones Via de Cristo Weekend shall be selected by the Spiritual Directors on the Secretariat, with consideration of input from the Rector(a). The Head Spiritual Advisor at each Weekend shall be an ordained Lutheran pastor. Other Spiritual Advisors may be rostered Lutheran leaders or ordained leaders of another Christian body.

B7.02 Ideally there should be three (3) Spiritual Advisors committed to serve on each Weekend team.

B7.03 All selected Spiritual Advisors shall commit to being present for the complete 72 hour Weekend.

B7.04 Those selected as Spiritual Advisors shall be contacted at least five (5) months prior to the Living Stones Via de Cristo Weekend.

B7.05 Spiritual Advisors are members of the team and are required to attend team meetings, give support to the Rector(a) and the team, and administer Holy Communion at each team meeting.

B7.06 The Head Spiritual Advisor should assign the responsibilities of the Living Stones Via de Cristo Weekend to the specific Spiritual Advisors prior to the Weekend (i.e., which rollos, meditations, morning worship/holy communion service they are responsible for).

B7.07 Spiritual Advisors' talks shall be critiqued at team meetings.

B7.08 Prior to each team meeting and Weekend the Head Spiritual Advisor shall work with the music and chapel chas to plan worship. He/she should also work with the Rector(a) to plan the procedure for the closing service and distribution of crosses and service sheets.

B7.09 Spiritual Advisors are to make themselves available for personal counseling at the end of each night's chapel visit, as well as throughout the Weekend, as necessary.

## **Chapter 8 Annual Financial Audit**

B8.01 An annual audit of the financial records shall be conducted, preferably by a qualified member of the Living Stones Via de Cristo community who is currently not on the Secretariat. This audit is subject to the general guidelines established by the Secretariat.

B8.02 The audit will review, report and make recommendations to the Secretariat with regard to audits and accounts of the Treasurer and persons authorized to handle funds for the Secretariat.

B8.03 The person conducting the audit will make recommendations to the Secretariat with regard to financial record keeping accountability and internal controls.

## **Chapter 9 Delegates to National Lutheran Secretariat Annual Meeting**

B9.01 An appropriate number of official delegates shall be selected by the current Secretariat. It is strongly recommended that the Lay Director serve as one of the delegates. Additionally, a Spiritual Director is encouraged to attend.

B9.02 These persons shall attend the annual meeting of the National Lutheran Secretariat (NLS) and report back in a written summary all information helpful to Living Stones Via de Cristo and they shall keep the Secretariat informed of actions taken by the NLS.