

**Standard Operating Procedures
OF
LIVING STONES VIA DE CRISTO**

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Lay Director

The duties of this office are stated in the Living Stones Via de Cristo Constitution in Article IV, Section 6.

In order to effectively administer the office of Lay Director the following set of Standard Operating Procedures is necessary:

- Pray daily for direction and discernment prior to taking action on anything
- Create meeting Agenda for all Secretariat Meetings, which requires:
 - Know the action items from the previous meeting
 - Send emails to Secretariat members inquiring general business items
 - Select the time/date/and location of all Secretariat Meetings
- Attend and lead the Secretariat meetings
- Attend Ultreyas.
 - Make any necessary announcements
 - Conduct any necessary community votes or other business items
 - Conduct elections for Secretariat positions at annual meeting
- Write an article for each newsletter
- Be open, encouraging and available to the community
 - Respond to emails, phone calls
 - Attend Ultreyas
- Execute all official written communications (letters, contract, etc) on behalf of Living Stones Community or Living Stones Secretariat
- Attend all Clausura ceremonies
 - Introduce yourself to the community
 - Encourage new pilgrims' participation in 4th day
 - Introduce new Rector(a) for the following weekends
- Be available for Rector(a) during their preparation for their weekend
 - Assist with resources
 - Providing encouragement and prayer
 - Provide direction
 - Handle disagreements
- Debrief with Rector(a) post weekend
 - Capture lessons learned
 - Discern which ideas to take to Secretariat for future application
 - Handle Disputes
- Establish a point of contact relationship with camp directors
- Establish a close, honest and open relationship with the entire Secretariat
- Conduct an Annual Planning meeting at the beginning of each year to identify the goals and objectives which need to be accomplished for the year
- Meet with new Pastors interested in getting engaged with Living Stones VdC

- Meetings are conducted along with Spiritual Director of the Secretariat
- Meet with Spiritual Director on the Secretariat regularly for Spiritual guidance and direction
- Attend at least one National Lutheran Secretariat Meeting

Assistant Lay Director

The duties of the Assistant Lay Director are stated in the Living Stones Via de Cristo Constitution in Article IV, Section 6.

Treasurer

The duties of this office are stated in the Living Stones Via de Cristo Constitution in Article IV, Section 7.

- Attend all Secretariat meetings
- Pray regularly for the financial stewardship of our community and for the needs of all our members.
- For each Secretariat meeting provide a summary accounting of Living Stones' financial status.
- Write, sign and record all checks.
- Record and make all deposits.
- Reconcile Bank Statements and resolve any errors.
- Maintain a computerized accounting for Living Stones using QuickBooks or comparable accounting software.
- Coordinate with state and federal tax authorities and prepare annual returns. If assistance is required, seek approval from the Secretariat to obtain professional tax help.
- Coordinate with other members of Secretariat and the community to be sure that good accounting practices are maintained. Maintain records of all reimbursements made to members and ensure that proper receipts are submitted.
- Ensure that there are no conflicts of interest in Living Stones' financial dealings. Communicate with secretariat any potential accounting or ethical problems.
- Once 501(c)3 status is obtained, provide receipts for the community by January 31st of each calendar year for the prior year's contributions.

- Provide a letter and return envelope for pilgrims on each weekend explaining how Living Stones' weekends are funded and providing instructions for making a contribution if they are led to do so.
- Coordinate with the 4th day coordinator to collect contributions during each Ultreya.
- Handle all accounts payable for the community.

Secretary

The duties of this office are stated in the Living Stones Via de Cristo Constitution in Article IV, Section 7 and in the Living Stones Via de Cristo By-laws in Chapter 3, B3.09.

- Attend all Secretariat meetings.
 - Keep minutes of all meetings and of all community business conducted at Ultreyas. It works best to type up the minutes shortly (within a couple of days) after the meetings. Be sure to list any action items and who each item is assigned to. Then e-mail the minutes to the Secretariat, not only for their review but also as a record and reminder of the action items.
 - Provide the Lay Director with written election procedures for the annual election of Secretariat Officers.
- Issue reminder notices of upcoming Secretariat meetings.
- Keep and maintain all official records of the Living Stones Via de Cristo.
- Keep the corporate seal.
- File the annual corporation paperwork with the Commonwealth of Virginia.
 - Two documents due by the end of October each year: one with the payment of our incorporation fee, the other listing the Officers and Directors of Living Stones (Secretariat members).
- Keep the National Lutheran Secretariat informed of the current Secretariat members.
- Submit newsletter articles for each issue with a summary of Secretariat meetings and provide any other notices that must be published in the newsletter, such as proposed Constitution or By-law amendments, etc.
- Serve as parliamentarian for the Secretariat.
 - Be familiar with the Constitution and By-laws.
 - Have Constitution and By-laws at all meetings to look up any points of procedure.
 - Ensure all provisions of the Constitution and By-laws are followed.
- Maintain the Rector(a) kit and provide this to the upcoming Rector(a)s in their preparation for upcoming weekends.

- Regularly check the Living Stones mailbox and distribute the mail to the appropriate person in a timely manner. This task does not need to specifically be performed by the Secretary, but it should be performed by someone who lives or works close to the mail box location to facilitate the timely redistribution of mail.
- Handle all official correspondence and other contracts on behalf of Living Stones Via de Cristo and the Secretariat.

Sponsorship Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.01.

- Have Pilgrim Applications available at Team Meetings and Ultreya's
- Explain to the Community the protocol of Sponsorship
- Make announcements regarding the Weekend(s)—dates, location etc.
- Collect the Pilgrim Applications
- Process the Applications:
 - Send the Pilgrim a notification letter saying their Application has been accepted. This is a welcoming letter. It informs the Pilgrim what and what not to bring on the Weekend; the date of the Weekend; time of arrival and departure; advising them that transportation to and from the facility has been arranged.
 - Send a copy of the Pilgrim's letter to the Sponsor along with a Pilgrim Notification Letter indicating the Sponsor's responsibilities for the Pilgrim during and after the Weekend.
 - Send the Sponsor a copy of Criterion for Selecting Candidates.
 - Sponsors also receive a sheet instructing how to request Palanca Letters.
 - **MAKE IT CLEAR TO THE SPONSOR THAT ALL OF THE SPONSOR INFORMATION MUST BE COMPLETED ON THE PILGRIM APPLICATION---INCLUDING E-MAIL ADDRESS.** Sponsorship requests that the writing is legible. If there the Sponsor information isn't supplied, the Application will not be processed.
 - Copy all materials that are sent out, keeping copies for sponsorship.
 - Fax Copies of Pilgrim Applications to the Rector/Rectora.
 - Send the Pilgrim's name and Church affiliation to the Secretary and Newsletter Chairperson.
- Send REPEAT e-mails to the Community with the Pilgrim's lists and remind them of the Communities responsibilities regarding Serenade and Closures.

Announce cut-off dates for receiving Pilgrim Applications—two weeks prior to each Weekend.

- Advise the Rector/Rectora when the number of Pilgrims reaches 20. At their discretion, determine whether to accept more Pilgrims, or to place the additional Pilgrim's on a waiting list for the following Weekend.
 - At times we receive Pilgrim Applications that have passed the cut-off date. At these times, if there isn't time to mail the Pilgrim their information; all materials are e-mailed---to both Pilgrim and Sponsor. Please make sure to include the Pilgrim's e-mail address—written clearly, please.
- If a Pilgrim is unable to attend the Weekend, save the Pilgrim Application for the next Weekend. Advise the Sponsor and have them ask the Applicant if they would like to attend the upcoming Weekend.

Weekend Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.02.

Fourth Day Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.03.

This job breaks down into two main parts: (1) Ultreya coordinator; and, (2) Fourth day reunion group coordinator. These two jobs are connected in that we want every Cursillista to join a reunion group (to support, encourage, and hold each other accountable); and we want reunion groups to come together in fellowship through the Ultreyas to rejoice and continue the mountaintop experience we receive on our weekends.

Ultreya coordinator

Ultreya coordinator requires scheduling the church at which to hold each Ultreya, which are held approximately every other month. The time should be from 6-8 PM and is usually held on a Saturday, which is set up at the beginning of the year along with the spring and fall weekends.

- Preparation includes getting the Ultreya information out to the community via the web site and Newsletter. It also requires scheduling a pastor to serve

communion if at all possible as part of the Ultreya and lining up a Cursillista for the 4th Day talk.

- At the Ultreya you are the “moderator” and should open and close the event. Follow this general format:
 - Ultreya begins with a social (ask folks to bring some snacks)
 - Sing songs
 - Welcome and prayer
 - Ask for any recent Cursillistas to introduce themselves and tell a bit about their 4th day
 - Ask for any visitors from other communities to introduce themselves
 - Announcements
 - Ask if anyone from Secretariat has anything to add
 - Sing songs (request from Fourth day speaker) & have prayer team pray for speaker
 - Introduce Fourth Day speaker—have talk
 - Break into groups to discuss the talk
 - Ask for group talk summaries
 - Sing songs of joy
 - Have communion
 - Join hands for final prayer and parting

- Be sure to alternate the Ultreyas between our Virginia and Maryland churches to account for the distances people have to travel.
- Maintain and bring the “Ultreya box” (a container of plates, silverware, napkins, cups, etc.) to supplement the social that precedes the Ultreya.
- Coordinate with the Music coordinator on Secretariat to ensure that the songbooks make it to the Ultreya with someone.
- Try new things to bring interest if possible. For example, you may have an outdoor event in the summer—e.g. picnic/cookout.
- Finally, in addition to a lot of prayer, you need to call/e-mail folks to remind them of the event.
- Following each set of weekends in the spring and fall, a Leadership Training will take place before the Ultreya, necessitating space at the church for an extended period of time (usually between 3-6 PM). Additionally, the Secretariat meets at the hosting church for their meeting each month prior to the Ultreya. Coordinate with Leadership and the Lay Director for these details.

Fourth Day Reunion Group Coordinator

This job is to encourage all Cursillistas to join a reunion group. Our objective is to get everyone involved so they can support, encourage, and hold each other accountable to the ideals and grace they receive at the weekend.

- This job is still a work in progress; however, I recommend that we use our pilgrim and outreach coordinators to help us identify Cursillistas by area, using the churches to which they are affiliated. For example, contact the following:
 - St Andrews, Centerville, VA—Coordinator: Vanya Flusek
 - Community Lutheran, Sterling VA—Coordinator: Joe & Sandy Roth
 - Holy Cross, Herndon, VA—Coordinator: Marilyn Bowers
 - Lord of Life, Fairfax, VA—Coordinator: Mark Moratzka
 - Advent, Arlington, VA—Coordinator: Debbie Lewis
 - Faith, Arlington, VA—Coordinator: Jim Frankosky
 - All Saints, Bowie, MD—Coordinator: Ken Bozick
 - Lutheran Church of Our Savior, Bryans Road, MD—Coordinator: Scott & Lynn Wells
 - Christ, Baltimore, MD—Coordinator: Mike Steinbeck
 - Trinity, Bowie, MD—Coordinator: Chip & Kelly Rhoades
 - Messiah, Alexandria, VA—Coordinator: Tom Harris
 - Our Savior, Laurel, MD—Coordinator: Art & Sue Marshall
- From these folks find out how many Cursillistas are at each church and how many are involved in a reunion group. Try to determine what the obstacles to reunion groups at each location are by contacting those not involved. Offer a special meeting to all Cursillistas to talk about it and make suggestions that might encourage them to join groups.
- Pray with them and for them!

Leadership Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.04.

- The Leadership Coordinator (LC) 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. The LC will ensure the cha and table leader training manuals are kept up to date and provided to the rector(a) before each team begins meeting.
- The LC will schedule at least two leadership training seminars each year, to normally occur on the same day as the first Ultreya after the Living Stones Via de Cristo weekend. These seminars will cover, at a minimum:
 - Reunion groups
 - Ultreyas
 - Sponsor responsibilities
 - Dynamics of the weekend
 - Team building and how to serve on team

- The LC will coordinate with the Fourth Day Coordinator to ensure availability of and access to space at the Ultreya site prior to the Ultreya. For example, if the Ultreya starts at 6 PM, the seminar will go from 3-6 PM (if a half session) or 12-6 PM (if an all-day session). Church space must be reserved starting at least 30 minutes prior to the start of the seminar.
- The LC 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).
- The LC shall maintain records pertaining to roles and responsibilities of those who have served on Living Stones Via de Cristo Weekends.
 - The LC 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.

Palanca Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.05.

The Palanca coordinator is responsible for sending Palanca to other communities, receiving Palanca for Living Stones and arranging the prayer vigils for each of Living Stones' weekends. The following are general guidelines for the handling of these tasks.

- Attend all Secretariat meetings.
- Pray for the Living Stones community, our weekends and other Cursillo movements.
- Sign up for notification of Palanca requests at www.3dayol.org
- Reply to all requests at least two weeks prior to the start of the weekend for which Palanca is requested.
- Register our weekends with www.3dayol.org and with the NLS.
- Receive and print, if necessary all incoming Palanca. Make sure that this Palanca is at the weekends by the Thursday opening social.
- Request online prayer vigil creation with www.3dayol.org at least 8 weeks prior to a Living Stones weekend.
- Provide opportunities for members of the Living Stones community to sign up for prayer times via email, team meetings and Ultreyas. Send out reminders as the weekend approaches until the prayer vigil is full.
- Print out the prayer vigil banner and poster for each weekend and make sure it is at the weekend prior to the Thursday opening social.
- When possible notify the community of upcoming weekends for other communities that need prayer.

Communications Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.06.

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.

Outreach Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.08.

Background - The Outreach Coordinator (OC) has established a small outreach committee (Jim Frankowsky and Glen Piersol). This committee brain stormed to establish a "tool kit" which was created for a new position to be called a "Pilgrim Coordinators" (PC) within "active" churches. Packages are mailed to those PC's. The objective is to reach out to more "active" churches to establish a PC there, too.

Current packages include:

- Sample temple talks
- "Poster" with POC info
- Pilgrim applications
- Sample newsletter article / bulletin inserts
- (coming soon) VdC brochures

The OC will maintain all contact information (address and phone number) of the PC's. The OC should periodically call to check up on the PC to for possible ideas on what works at their church to incorporate in future PC packages, advise of upcoming changes (i.e. brochures on website).

Immediate goal:

- Work with Pastor John on obtaining names of churches with Pastors participating as Spiritual Directors. Contact those Pastors to obtain names of current VdC members for possible PC's at that church.

Future goals:

- Obtain a list of all churches that currently have Living Stones members attending (to secure a PC in that church).
- Reach out with information used for current PC's to inform other churches who don't already have a VdC member attending.

Music Coordinator

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.07.

The most visible part of the Music Coordinator's responsibilities is providing musical leadership at the ultreyas and serenades. This includes ensuring copies of songbooks are there and, hopefully, at least one instrumentalist. (I do not say "musician" because the singers are also musicians.) The coordinator does not necessarily have to be there, but should ensure someone is responsible if he/she cannot attend.

Concerning ultreyas:

- Be in touch with Fourth Day Coordinator as to time and place of ultreya
- Select the songs to sing. Ask Fourth Day speaker for his/her song.
- Lead the singing.
- Make sure the songbooks leave with someone who is serving on team if there is a team meeting before the next ultreya.

Concerning serenades:

- The week before the serenade, email the community to remind them of the serenade and where the week-end is being held.
- Make sure the serenade songbooks are on site.
- Practice each of the songs with the community before serenading.
- Have a sign-in sheet to include name and mileage to attend the serenade.

- Give the sign-in sheet summary to the Head Spiritual Director so that he/she can announce, after the community has left, how many people attended and how many miles were driven to arrive.
- Contact someone to lead the serenade if Music Coordinator cannot attend, for example, if serving on team.
- Gather music up after the serenade.
- Thank the community for their support.

There are several behind the scene activities, also.

- Keep the copyright licenses up-to-date.
- Forward bills to treasurer.
- Make copyright reports as necessary.
- The Music Coordinator should make himself/herself available to the Rector, Rectora and/or Head Music Chas for the week-end and offer support if needed.
- Instruct Head Music Chas concerning copyright laws.
- Oversee copying of new songbooks, as necessary.
- Attend all Secretariat meetings.

Spiritual Directors (Secretariat Spiritual Advisor)

The duties of this office are stated in the Living Stones Via de Cristo By-laws in Chapter 3, B3.10.

Maintain a listing (roster) of all lay and clergy eligible and willing to serve as Spiritual Directors on the weekends. This entails keeping this roster up to date and being in touch with these folks from time to time, and also ensuring that we have a good mix of Spiritual Directors on the weekends. While input from the Secretariat and/or Rector(a) is always appreciated, the Secretariat Spiritual Advisor is responsible for the assignment and proper training of those serving on weekends as Spiritual Directors.

Maintain a list of all who have served as Spiritual Directors on weekends. This can be easily done by annotating the roster with the weekend served.

Maintain Spiritual Director manuals for the use of the Spiritual Directors on the weekends. These manuals were created in 2006 and contain all the information that the Spiritual Director will need to function responsibly on the weekends. The manuals need to be updated regularly and checked out and in to the weekend Spiritual Directors. These manuals are not intended to be retained by Spiritual Directors but are for use during team formation, weekend preparation, and the conduct of the weekend.

Working with the Secretariat Outreach Coordinator, continue to pursue new congregations and pastors to participate in Living Stones. This is critical area because by bringing in new pastors, we bring in new congregations, thus growing the community. As new folks come into Living Stones, they bring others in as well and this reduces significantly the risk of the community becoming stagnant. We are especially blessed when we can find Pastors and folks from other churches who have experience in other Cursillo-based communities and can enlighten us based on their experience. New ways of doing things can energize our community and again keep it thriving.

Attend Secretariat meetings. This is a very important part of being a Spiritual Advisor, but input offered at these meetings should be advisory. In other words, the job of the Spiritual Advisor is not to run or control the Secretariat – that’s the Lay Director’s job. The Spiritual Advisor is present to offer advice and input when requested.

Attend Ultreyas. This is an important way for the Spiritual Directors to stay in engaged with the community. A Spiritual Director will also be designated to preside over Holy Communion as part of the Ultreya event.

Attend leadership events and participate as requested. Leadership training is an essential part of maintaining the community. The presence of the Spiritual Director is important should theological/spiritual issues arise that require input from the clergy.

Serve on one weekend per year as a Spiritual Director. This is a critical way of staying engaged in the community, particularly as it is growing and changing.

Advise Lay Director and members of the Secretariat as requested. In addition to attending Secretariat meetings, the Spiritual Advisor should be open to meeting with the Lay Director outside official meetings and also being available to other Secretariat members on an as-needed basis.

Contact potential Rector(a)’s when selected by the Secretariat to ask them to serve in such position on the weekend – pray and follow-up for response. It is important here that the potential Rector(a) understand what they are getting themselves into! So, a reminder that they need to review chapters 6, 7 and 8 of the Essentials Manual to ensure that they realize the magnitude of the job they will be entering if they respond affirmatively.

Work with newly assigned Rector(a) to assist in team formation as requested.

Attend National Lutheran Secretariat gatherings each year. This is an essential to stay in touch with the national community, particularly the National Spiritual Director and the Spiritual Directors that serve around the country. There are several opportunities to discuss pertinent issues and also to review the National Spiritual Director Manual, from which most of the Spiritual Director talks are formed.

Pray!

General Secretariat items

Secretariat Meetings

- The secretariat meeting schedule can be determined by the Secretariat each year. Recently we have tried to meet for two hours before the Ultreyas, which does help cut down the great distances folks travel to Living Stones' activities. However, we do need to work around team meetings (especially if many of the Secretariat members are serving on team) and leadership training.
- The annual planning meeting is usually a longer meeting (perhaps 3 hours) and is often held on a different day than the Ultreya.
- We have, on occasion, held phone conference calls. These tend to work best with a very limited agenda, usually to deal with one or two specific issues. Steve Giolda can tell you what technology/services we have used for these meetings.
- It is helpful to set a schedule, at least a tentative one, at the beginning of the year for Secretariat meetings, Ultreyas, weekends, and training sessions.

General Community Items

Pre-Weekend Planning Items

Before Team Formation

The incoming Rector and Rectora will be invited to the Secretariat meeting immediately following their introduction /announcement to the community. The purpose of this discussion is to offer suggestions of growth opportunities that Secretariat would like the Rector(a) to consider while calling the team. This is not to be construed as a mandate regarding folks to put on team. Rather, as Secretariat looks over the Rector(a) candidate list for each selection process, we often identify community members who could use additional experience, especially as we

consider the development of future Rector(a). This discussion is a way to share that with the incoming Rector(a).

Weekend script and schedule

The Rector(a) should follow the Essentials Manual from the NLS and the latest weekend script as approved by Secretariat. The Secretariat would be open to suggestions of new items outside of those documents up to eight weeks prior to the weekend. This time frame would allow for careful consideration, prayer, and planning. Those changes would be approved or disapproved by Secretariat for the upcoming weekend. Once the weekend starts, the Rector(a) is in charge of the weekend and what happens on the weekend.

Weekend Execution Items

Once the weekend starts, the Rector(a) is in charge of the weekend and what happens on the weekend.

Post-weekend Items

Team weekend evaluations

Each team member is asked to complete a weekend evaluation. These may be handed out on the weekend or e-mailed out shortly after the weekend. Evaluations may be submitted anonymously and should be returned to the Secretary. The results of the evaluations, with names removed, will be shared with the Secretariat for review and consideration of suggestions.

Debriefing

At the Secretariat meeting following the weekends, the outgoing and incoming Rectors and Rectoras are invited for a debriefing by the outgoing Rector(a).