

AS OF FEBRUARY 20, 2020

**BYLAWS
OF
WESTSHORE MICHIGAN DECOLORES MINISTRIES, INC.**

PREAMBLE

Westshore Michigan DeColores Ministries, Inc. is a lay led Christian ministry with the express purpose of strengthening the desire for greater lay activity in Christian churches. DeColores Ministries is not to be considered as a substitute for the church; however, it is an extension of the church, supported by Christians from local church communities. The ministry's intent is to lay a foundation for a Christian life by calling persons to renewed faith and/or to call persons to conversion to Christ. It does not seek church status, nor does it offer any sacrament.

Founded in the original Cursillo method, DeColores Ministries subscribes to the Nicene, Apostles, and Athanasian Creed and welcomes all persons seeking a deeper faith in Jesus Christ. Its weekend activities are designed to reinforce individual commitment to Christ through piety, study, and action, according to the Holy Bible. Although it has maintained much of the original DeColores en Cristo and Cursillo dynamics, Westshore Michigan DeColores Ministries is a separate organization with no affiliation other than support.

These by-laws are intended to protect the norms and uniqueness of this ministry which is developed around a weekend of sixteen talks, meditations, and celebration of the three days, plus the apostleship of the fourth day activities including ultreyas and reunion groups. The weekend is not a retreat. The atmosphere differs greatly from most retreats as the teachings of Christ are discussed in a joyful climate with song and lighter sessions.

**I
CORPORATION**

1.1 **NAME:** Westshore Michigan DeColores Ministries, Inc.

1.2 **PLACES OF OPERATION:** The corporation SHALL have its principal place of operate in the tri-counties of Ottawa, Oceana, and Muskegon of western Michigan.

1.3 **PURPOSES:** The purposes for which the corporation is organized are as follows:

- A. To strengthen the desire for greater lay activity in Christian churches.
- B. To promote the activities of this ministry.
- C. To make this ministry an instrument of Christian formation, strengthening, and renewal.
- D. To receive and administer funds to enable the corporation to operate exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, and to give funds and property from time to time to other organizations to be used, or held for use, for the purpose of carrying out one or more such purposes; to acquire, own, dispose of, and deal with property and interests and to apply gifts, grants, and other proceeds toward the enhancement of the purposes of the corporation; to carry out any actions determined by the corporation that may be appropriate and not forbidden by Section 501 (c) (3) of the Code, with all the power conferred on nonprofit corporations under the laws of the State of Michigan.
- E. To become a member of the National DeColores Ministries, Inc. and to adhere to their policies and principals.

1.4. **NONPROFIT CORPORATION.** The corporation SHALL be operated exclusively for religious, charitable, scientific, literary, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 as a nonprofit corporation. No member of the corporation SHALL have any title to or interest in the corporation's property or earnings; nor SHALL any member have part of the net earnings of the corporation. No substantial part of the activities of the corporation SHALL consist of carrying on propaganda or otherwise attempting to influence legislation; nor SHALL the corporation participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

1.5 **DEFINITIONS.**

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- A. **WESTSHORE MICHIGAN DECOLORES MINISTRIES COMMUNITY:** All persons who have completed a DeColores Ministries or a substantially similar weekend in the Cursillo tradition.
- B. **ACTIVE MEMBER:** A person who currently receives the Westshore Michigan DeColores Ministries Newsletter and has participated in any function of a weekend in the Cursillo tradition within the past two (2) years.
- C. **SECRETARIAT:** The governing board of Westshore Michigan DeColores Ministries, Inc.
- D. **EXECUTIVE BOARD:** The Executive Board consists of the President, Vice President, Past President, Secretary, Treasurer, and the Spiritual Advisor.
- E. **CRUCISTA:** A person who has completed a DeColores Ministries or DeColores en Cristo weekend as a candidate.
- F. **CURSILLISTA:** A person who has completed a Cursillo weekend (either denominational or interfaith) as a candidate.
- G. **RECTOR / RECTORESS :** The lay leader of a DeColores Ministries weekend.
- H. **RECTOR / RECTORESS MANUAL:** The manual prepared by National DeColores Ministries, Inc. that SHALL govern the conduct of a weekend.
- I. **MAY:** Means “at the discretion of the Rector / Rectoress , the change is okay, but is best after discussion with others”.
- J. **SHALL:** Means “absolute without exception”.
- K. **SHOULD:** Means “could be changed by appeal to the secretariat, a general rule that is followed”.

II SECRETARIAT

- 2.1 **SECRETARIAT.** The business and affairs of the corporation SHALL be managed by a secretariat which is made up of both elected and appointed members. The secretariat will have the responsibility and authority for the management of the corporation’s business, property, personnel, affairs, and funds. It will have the authority to do and perform all acts and functions permitted for an organization described in Section 501(c 3) of the Internal Revenue Code of 1986 which are consistent with these Bylaws, the Articles of Incorporation, and the laws of the State of Michigan.
- 2.2 **MEETINGS.** The secretariat SHALL meet monthly at a time and place specified by the secretariat to conduct the business of the corporation. There SHALL be no less than ten regularly scheduled monthly meetings per year. In addition to the regularly scheduled monthly meetings, special meetings can be called by the President and/or 10% of the secretariat (but not less than three (3) individuals).
- 2.3 **QUORUM AND VOTING REQUIREMENTS.** One third (1/3) of the total number of secretariat members represent a quorum for the transaction of business at any secretariat meeting. Roberts Rules of Order SHALL govern all meetings of the secretariat.
- 2.4 **COMPENSATION.** No officer or member of the secretariat SHALL receive compensation for any work performed on behalf of the corporation, but this SHALL not prevent the secretariat from reimbursing any person for expenses incurred while carrying out corporation business.
- 2.5 **EXECUTION OF CONVEYANCES, MORTGAGES, AND CONTRACTS.** The secretariat can in any instance designate one or more persons to execute any contract, conveyance, mortgage, or other instrument on behalf of the corporation after a written ballot of approval by the secretariat.
- 2.6 **QUALIFICATIONS FOR SECRETARIAT MEMBERS:**
 - A. **Secretariat members SHALL by God’ grace have received Jesus Christ as their Lord and Savior and SHALL demonstrate and model individual commitment to Christ through Piety, Study, and Action, according to the Holy Bible; and are to be living a scriptural led and repentant life, and actively attending an organized Christian church regularly.***

***THIS STATEMENT SHALL BE READ BY ALL SECRETARIAT MEMBERS AT TIME OF COMMISSIONING:**

“BY GOD’S GRACE, I HAVE RECEIVED JESUS CHRIST AS MY LORD AND SAVIOR, AND I SHALL DEMONSTRATE AND MODEL INDIVIDUAL COMMITMENT TO CHRIST THROUGH PIETY, STUDY, AND ACTION ACCORDING TO THE HOLY BIBLE; AND I AM LIVING A SCRIPTURAL LED AND REPENTANT LIFE, AND I AM ACTIVELY ATTENDING AN ORGANIZED CHRISTIAN CHURCH REGULARLY.”

- B. SHALL invoke Matthew 18:15-17 to settle any personal differences between themselves.
- C. SHALL be a member of the Westshore Michigan DeColores Ministries community.
- D. SHALL be willing to accept the commitment of service to the Westshore Michigan DeColores Ministries community and its secretariat.
- E. The Treasurer position SHOULD be filled by an individual with bookkeeping or accounting experience.

2.7 **SECRETARIAT POSITIONS.** The secretariat SHALL consist of the following positions*:

President	Food Donations Coordinator
Vice President	Food Inventory Coordinator
Past President	Historian
Secretary	Newsletter Editor auxiliary
Treasurer	Registration/men
Spiritual Advisor	Registration/women
Church Contacts	Supply Coordinator
Equipment Coordinator	24 Hour Renewal Coordinator

*All Secretariat positions SHALL be filled by one (or two) individual(s).

2.8 **OTHER POSITIONS.**

- A. New secretariat positions can be created by the President with the approval of the secretariat.
- B. **Secretariat Support Positions.** These positions support the mission of the secretariat but are not an official part of the secretariat for voting purposes, and are not required to attend monthly board meetings. New secretariat support positions can be created by the President with the approval of the secretariat. Current Secretariat Support Positions include:
 1. **Webmaster.** Maintains the WestShore DeColores website. Communicates with the secretariat, rectors and rectoresses, and other individuals as necessary to keep all information and upcoming events current, and oversees the setup and reporting for online vice president voting. It is the responsibility of the secretariat members, rectors and rectoresses, and other responsible individuals to deliver any required information to the webmaster in a timely manner.
 2. **Database Manager.** The Database Manager maintains the official list of all WestShore DeColores Crucistas and Curcillistas and all required information. This person (or another delegated person) prints the labels for mailing lists.
 3. **Photographer.** The photographer will coordinate with the Rector or Rectoress and/or the Head Coordinator for a convenient time to take the group team and candidate photograph for each WestShore DeColores weekend. This individual is responsible for taking the photograph; having enough copies printed for each team member and candidate on the weekend, and one copy for the Historian; and for delivering the photographs to the Head Coordinator or other designated individual, no later than Sunday morning, for placement in the team and candidate folders. The photographer should turn in any receipts for printing costs to the treasurer for reimbursement.

2.9 **VOTING RIGHTS.** Each individual member of the secretariat SHALL be entitled to one vote and must be present to vote. The President withholds one (1) vote for the purpose of tie-breaking.

2.10 **SELECTION.** The members of the secretariat SHALL be selected in the following manner:

- A. **Spiritual Advisor:** The President SHALL appoint one or two persons who are members of the clergy and the Westshore Michigan DeColores Ministries community to serve as Spiritual Advisor during their term as President in accordance with Section 5.2.A.

B. Vice-President: This position SHALL be elected by the active members of the Westshore Michigan DeColores Ministries community by a written vote. The method of voting SHALL be determined by the secretariat. A simple plurality SHALL determine this position. Having served on the secretariat as Vice-President, they SHALL assume the responsibilities of the Presidency for one full term.

1. Qualifications for Vice President/Couple SHALL at a minimum:

a. Have completed at least three (3) DeColores Ministries weekends as a team member,

-or-

b. Have completed at least two (2) DeColores Ministries weekends plus one (1) substantially similar weekend in the Cursillo tradition as a team member.

2. Have been a Rollista on a weekend in the Cursillo tradition.

3. Have been a coordinator on a weekend in the Cursillo tradition or completed a Fourth-day Training (leadership training) workshop.

4. Have been an active member of the Westshore Michigan DeColores Ministries community for at least three (3) years at the time of nomination.

5. Be a person whose life typically exemplifies the DeColores Ministry.

6. A written resume' of the nominee's qualifications SHALL be presented at the time of nomination.

7. Vice President Couple – One (1) SHALL meet all requirements, one (1) SHOULD meet all requirements.

8. Single Person – SHALL meet all requirements

B. President: This position SHALL be filled by the outgoing Vice-President.

C. Past-President: This position SHALL be filled by the outgoing President.

D. All other vacant secretariat positions: SHALL be appointed by the President subject to the approval of the secretariat by written ballot.

2.11 TERM OF OFFICE.

A. Spiritual Advisor: SHALL be appointed for a term of one (1) year by the current President, as stated in Section 2. 10.A. Spiritual Advisor SHALL not serve as a secretariat member for more than four (4) consecutive terms.

B. Vice President: SHALL be elected to a term of three (3) years (total) — serving the first year as Vice President, second year as President and third year as past President.

C. President: One (1) year.

D. Past President: One (1) year.

E. No person with the exception of the Spiritual Advisor SHALL serve as a Secretariat member for more than one (1) term.

1. The Executive Secretariat Members (Secretary, Treasurer, Vice President, President, Past President) SHALL be ineligible to serve on the Secretariat until the expiration of three (3) years from the date he/she left.

2. All other Secretariat members SHALL be ineligible to serve on the Secretariat until the expiration of one (1) year. Exception, if a Secretariat member chooses to run for Vice President.

F. ALL Secretariat positions can be reappointed by the President subject to a majority vote of the Secretariat by a written ballot, ONLY until a replacement is found.

1. A term of office SHALL begin January 1 of the first year and end December 31, except in the case of the Spiritual Advisor whose term SHALL begin January 1 and end December 31 of the same year.
2. A term of office of the Secretariat SHALL be such that one-third (1/3) of the positions expire each December 31. (At the original organization meeting, one-third (1/3) of the appointments SHALL be for one (1) year terms, one-third (1/3) for two (2) year terms, and one-third (1/3) for three (3) year terms.)

G. All secretariat members SHALL resign at the end of their terms.

2.12 VACANCIES.

- A. If the President vacates, the Vice-President SHALL assume the office of President to complete the one (1) year term. If the vacancy occurs before April 1, the Vice-President serves only for the remainder of the President's term. If the vacancy occurs on or after April 1, then the Vice-President serves until December 31 of the following year. A special election SHOULD be called to elect a new Vice-President.
- B. If the Vice-President vacates, a special election SHALL be called.
- C. All other vacancies SHALL be filled by the President according to Section 2.10.E. and approved by the secretariat.

2.13 REMOVAL. A secretariat member SHOULD be removed by the President for failure to attend three (3) consecutive regularly scheduled monthly secretariat meetings or for failure to attend four (4) regularly scheduled monthly secretariat meetings within any twelve (12) month period.

2.14 DUTIES. The duties of the secretariat members SHALL be:

A. Executive Board:

1. The Executive Board has all the power of the Secretariat between the meetings of the Secretariat, but cannot modify any action taken by the Secretariat. It's primary responsibilities are to deal with any questions, issues, or emergencies that may arise between Secretariat meetings, or questions or emergencies that may arise regarding any aspect of a DeColores weekend that must be immediately addressed and which cannot wait for the monthly Secretariat meeting.
 - a. For emergency decisions, a reasonable attempt within any time constraints SHOULD be made to contact all members of the Executive Board for input. Decisions will be made by a simple majority vote of the members contacted.

B. Spiritual Advisor:

1. To give spiritual guidance, counsel, and advice to the secretariat for the purpose of encouraging adherence to the principles set forth in the Preamble of these Bylaws.
2. To encourage debate, discussion, and conflict resolution in a consistent with scriptural principles.
3. To perform other duties as determined by the secretariat.

C. Vice-President:

1. To render total support to the President.
2. To assume the duties of the President in the absence of the President.
3. To serve as the Church Contacts Coordinator.
4. To meet with the Rector / Rectoress and President according to 2.14.C.4.1/2.

D. President:

1. To convoke, preside over, and direct all meetings of the Westshore Michigan DeColores Ministries secretariat.
2. In the absence of the President and Vice-President, to designate any other secretariat member to conduct the meeting.
3. To be the official representative of the Westshore Michigan DeColores Ministries community.
4. To meet with each Rector and Rectoress (and with the Vice-President):
 - a. Within one (1) week of the Rector / Rectoress ' election, for the purpose of giving him/her the Rector / Rectoress Manual and suitcase, and to explain the weekend guidelines according to the Rector / Rectoress Manual.
 - b. Within three (3) weeks of the Rector / Rectoress ' election, for the purpose of evaluating their planned weekend, the composition of the team, the date and location of the weekend, and their conformance with the guidelines according to the Rector / Rectoress Manual. At this meeting, the Rector / Rectoress SHALL direct the attention of the President to any potential conflict with those guidelines. This meeting SHALL be held two(2) weeks prior to the first meeting.
5. To meet with each team at a scheduled team meeting to ensure conformity to the guidelines of the weekend and the secretariat.
6. To give the "President's Informational Talk" on each Westshore Michigan DeColores Ministries weekend.
7. To be the representatives of the Westshore Michigan DeColores Ministries community at each Closing of a weekend and to give the community announcements at the Closings.
8. To review prospective candidate applications and confer with the Rector and Rectoress on any irregularities.

E. Past-President:

1. To conduct a post-weekend review (concerns and successes) from the Rector / Rectoress ' point-of-view and report this information to the secretariat.
2. To serve as Palanca Information Coordinator.
3. To be responsible for the secretariat commissioning service to be held in January each year.
 - a. The statement of 2.6.A. SHALL be read at the time of commissioning of the secretariat by all secretariat members.
4. To coordinate 4th Day Training Workshop with Grand Rapids DeColores Ministries.

F. Secretary:

1. To take minutes of all meetings of the secretariat.
2. To record in the minutes the names of members present and those absent for the purposes of determining a quorum and for attendance records.
3. To maintain all records of the meetings other than financial.
4. To answer all communications under the direction of the President.
5. To make copies of the minutes of the preceding meeting available to each member of the secretariat at or before the next meeting.
6. To record all changes to the bylaws and articles of incorporation in accordance with 6.1 **AMENDMENTS**.
7. The secretariat will ensure all documents are kept current.

- A. As changes are made to documents (rector/rectoress manuals, team folders, secretariat position folders, or other), the secretariat will ensure that all required changes are made in the document in a timely manner and that all appropriate locations for that document are updated (manuals, folders, website, etcetera).
 - B. The secretary SHALL create an open agenda item for secretariat meetings indicating the approved changes and date, every location that will need the new copy of the changes (for example: All Rector and Rectoress Manuals, The President Couple's Folder, the WestShore DeColores Website, and other locations as necessary), and the name of the person in charge of assuring the changes have been completed. The open agenda item SHALL remain open until all changes have been completed. The minutes will then reflect that all changes were completed and the name of the person completing the changes.
8. To maintain a current list of all members of the secretariat and general membership of the Westshore Michigan DeColores Ministries community.

G. Treasurer:

1. To keep the monthly accounts of Westshore Michigan DeColores Ministries, Inc..
2. To make deposits of receipts within seven (7) days of receipt, disbursements of all funds at the direction of the secretariat, and to act as authorized signer of accounts.
3. To provide copies of the monthly financial report to each member of the secretariat at or before the next meeting.
4. To maintain all financial records of Westshore Michigan DeColores Ministries, Inc..
5. To present the corporate financial records for audit each year (in August) by three (3) persons appointed by the secretariat.
6. To prepare an annual report of the prior year's financial records and to have this report posted in the WestShore DeColores newsletter by the end of the 1st quarter.

H. Registration/men - women:

1. To provide blank weekend registration forms to the community and receive completed forms for weekend attendance.
2. To send invitations to candidates for the upcoming weekends according to the order in which the registration forms were received to fill weekends to maximum of thirty (30) or less depending on the size of the facility hosting the weekend. Rector / Rectoress is allowed two (2) additional priority choices. If the Rector / Rectoress does not use their additional choices there SHALL be no more than thirty (30) candidates.
3. To report, to the secretariat at each meeting, the present level of applications on file, the number of invitations sent out for each weekend, and how many confirmations have been received to date.
4. To provide confirmed applications to the Rector / Rectoress at least ten (10) days prior to weekend.
5. To provide a list of candidate names for each weekend to the name tag preparation person.
6. To be present at the host facility on Thursday evening of each Westshore Michigan DeColores Ministries weekend for the purpose of registering the incoming candidates. If unable to be present, a qualified person SHOULD be appointed by the secretariat to take their place.

I. Supply Coordinator:

1. To maintain and distribute to each Westshore Michigan DeColores Ministries weekend all necessary weekend materials (i.e. suitcase, poster paper, Bibles, etc.).
2. To oversee the return of all unused and reusable weekend materials.
3. To maintain all trunks' equipment and supplies.
4. To inventory and restock the trailer after each weekend.
5. To inventory and restock the Rector / Rectoress suitcase after each weekend and to maintain the contents.
6. To inventory and restock the coordinator's and cha-cha's trunks after each weekend.

J. Church Contacts:

1. To act as liaisons between home church and WDCM Secretariat.
2. To keep lines of communication open between home church and WDCM Secretariat.
3. To serve as a voting member of WDCM Secretariat, bringing to the secretariat any concerns of home church constituency.
4. To furnish home church with information regarding upcoming weekends and other events.
5. To use home church bulletin, bulletin board, or mail boxes to provide home church people with applications for attending upcoming weekends, newsletter subscriptions, and any current information regarding secretariat actions.

K. Historian:

1. Contact Rector/Rectoress to get the name, address and phone number of the Head Coordinator.
2. Contact the Head Coordinator and advise that you will need the following information for the historian packet as soon as possible after the conclusion of the weekend:
 - a. List of inside team and candidates.
 - b. Weekend picture with the list of corresponding names.
3. Maintain packets in a neat and orderly fashion and pass them on to the next Historian.

L. Newsletter Editor:

1. Prepare the basic ongoing, essential parts of the newsletter using previous editions as a guideline.
2. Maintain a list of recipients of newsletter. Add to this list after each weekend by adding team and candidate's names and addresses.
3. Provide newsletter and labels to designated group for printing and distribution.
4. Attend each secretariat meeting to receive direction and input for inclusion for each newsletter.
5. The following people should be contacted during preparation of each newsletter to receive their input:
 - a. President couple for their monthly letter to community.
 - b. Rector/Rectoress of all upcoming weekends for their weekend information.
 - c. Secretary for any pertinent information needed.

- d. **Previous Rector / Rectoress for new Crucistas list for publication and their letter thanking community.**

M. Food Inventory Coordinator:

1. **Collect all leftover food from the weekend on Sunday afternoon. All food that can be frozen for the next weekend should be stored in a freezer.**
2. **Make arrangements to donate other perishables to the Muskegon Rescue Mission, or other such place.**
3. **Sort and count all remaining food and pop. Make a list and take food home to store until next weekend.**
4. **Get a copy of inventory to head cook of next scheduled weekend as soon as possible so he/she can plan to use food on inventory list.**
5. **Obtain list of foods the head cook plans to use from inventory and deliver them to host church on set-up night.**

N. Equipment Coordinator:

1. **The equipment coordinator is responsible for delivery of the DeColores equipment trailer to the appropriate church for upcoming DeColores weekends.**
 - a. **A capable truck or van with a heavy duty hitch and compatible electric breaking unit and light hookup. For specific details refer to the current equipment and Equipment Coordinator folder.**
2. **The Equipment Coordinator should maintain communication with the Head Coordinators for any upcoming weekends to determine church, time, and specific drop-off locations at the host church.**
3. **At the weekend site: Set up is normally on Wednesday night before the weekend. There is usually someone available when you arrive to tell you where he or she wants the trailer. If there is no one around, you may have to use your own best judgement. Remember to set the jack on a block of wood to prevent damage to concrete or blacktop. Always block the wheels so the trailer won't move. If they want it moved after you drop it, there is almost always someone there who can move it. The set up team should be there to unload the trailer.**
4. **The Equipment Coordinator is responsible for setting up the sound system. The sound system is located on the trailer. The current list of equipment can be found in the Equipment Coordinator's folder. Contact a Coordinator or Cha-Cha for setup location. Provide them with instructions on how to use equipment. The instruction manual should be kept in the trailer for reference. Be sure to keep a supply of any batteries that may be needed. Reimbursement for batteries can be obtained from the Treasurer.**
5. **After trailer drop-off and sound equipment setup, your job should be done until Sunday evening, but always leave your phone number with someone in case they need help.**
6. **The Equipment Coordinator should keep the folder up to date with any changes of equipment or instructions.**
7. **Sunday reloading of the trailer: The Cha-Chas, Coordinators, and the tear down crew take care of loading most of the equipment. The Equipment Coordinator should take charge of loading the sound equipment. Get one or two volunteers to assist. The sound equipment is a large investment and great care should be taken to pack and load everything so that it will remain safe and in good condition.**

**III
INDEMNIFICATION**

- 3.1 **INDEMNIFICATION. The secretariat can purchase and maintain insurance on behalf of any member of the secretariat or committee of the corporation. These people will be protected to the full extent set forth under the terms and conditions of the policy.**

**IV
COMMITTEES**

4.1 **COMMITTEES.** The President or secretariat SHOULD establish any special committees from time to time as they SHALL deem appropriate in order to accomplish the purposes set forth in Section 1.3 and the secretariat SHALL define the powers and responsibilities of such committees. Any member of the community SHALL be allowed to serve on any committee, but any member of any committee can be removed from that committee, with or without cause, by the secretariat. The President SHALL appoint a committee chairperson whose responsibility SHALL be to convene all meetings of that committee. Each committee SHALL establish its own procedures and time and place to meet. Roberts Rules of Order SHALL govern all meetings of any committee of the corporation. Each committee SHALL report its activities and progress at each meeting of the secretariat. All committees SHALL expire at the end of the current President's term.

V
WEEKEND

5.1 **RECTOR/RECTORESS SELECTION.**

A. **A Rector / Rectoress SHALL at a minimum:**

1.
 - a. Have completed at least three (3) DeColores Ministries weekends as a team member,
- or-
- b. Have completed at least two (2) DeColores Ministries weekends plus one (1) substantially similar weekend in the Cursillo tradition as a team member.
2. Have been a rollista on a weekend in the Cursillo tradition.
3. Have been a coordinator on a weekend in the Cursillo tradition or completed a Fourth-day Training (leader training) workshop.
4. Have been a member of the Westshore Michigan DeColores Ministries community for at least three (3) years at the time of nomination.
5. Be a person whose life typically exemplifies the DeColores Ministry.
6. SHALL not have served previously as a Rector / Rectoress in Westshore Michigan DeColores Ministries within the preceding seven (7) years. Exception: This rule SHALL not apply to the selection of a Rector / Rectoress for a prison or travel weekend.
7. All team selection requirements of 5.2.A.1.2. SHALL apply.

B. **Selection Process.**

1. Nomination and selection of a Rector / Rectoress SHALL take place at a regularly scheduled monthly secretariat meeting.
2. Names of candidates for Rector / Rectoress SHALL be submitted to the secretariat by any member of the Westshore Michigan DeColores Ministries community.
3. A written resume' of the nominee's qualifications SHALL be presented at the time of nomination.
4. All non-members of the secretariat SHALL be excused before the nominations and selection.
5. Selection of Rector / Rectoress SHALL be made from the accepted nomination(s) by drawing of lots.
6. A minimum of one (1) nomination will be required for selection of Rector / Rectoress.

C. **Meet with President.** A Rector / Rectoress SHALL meet with the President and the Vice-President in the following manner:

1. Within one (1) week of the Rector / Rectoress' election, for the purpose of receiving the Rector / Rectoress Manual and suitcase, and for having the weekend guidelines according to the Rector / Rectoress Manual explained.
2. Within three (3) weeks of the Rector / Rectoress' election, for the purpose of evaluating their planned weekend, the composition of the team, the date and location of the weekend, and their conformance with the guidelines according to the Rector / Rectoress Manual. At this meeting, the Rector / Rectoress SHALL direct the attention of the President to any potential conflict with those guidelines. This meeting SHALL be held two (2) weeks prior to the first team meeting.

5.2 TEAM SELECTION:

A. All team members SHALL by God's grace have received Jesus Christ as their Lord and Savior and SHALL demonstrate and model individual commitment to Christ through Piety, Study, and Action, according to the Holy Bible; and are to be living a scriptural led and repentant life, and actively attending an organized Christian church regularly.*

*THIS STATEMENT SHALL BE READ BY ALL TEAM MEMBERS AT TIME OF COMMISSIONING:

"BY GOD'S GRACE, I HAVE RECEIVED JESUS CHRIST AS MY LORD AND SAVIOR, AND I SHALL DEMONSTRATE AND MODEL INDIVIDUAL COMMITMENT TO CHRIST THROUGH PIETY, STUDY, AND ACTION ACCORDING TO THE HOLY BIBLE; AND I AM LIVING A SCRIPTURAL LED AND REPENTANT LIFE, AND I AM ACTIVELY ATTENDING AN ORGANIZED CHRISTIAN CHURCH REGULARLY."

1. Team members SHALL invoke Matthew 18:15-17 to settle any personal differences between themselves.

2. The secretariat reserves the right to remove any team member.

B. Spiritual Director. A list of spiritual directors, pre-approved by the secretariat, will be available to each Rector / Rectoress. Any proposed spiritual director must be on that list or be approved prior to being asked to serve. If he/she is approved, his/her name will then be added to the approved list. This list SHOULD be reviewed and updated annually or as required by the secretariat. Approval SHALL be determined by an interview with the Spiritual Advisor of the secretariat, the President, and the Vice-President. Approval SHALL be based upon the following criteria:

1. Anyone serving as a Spiritual Director must have completed a DeColores Ministries or substantially similar weekend in the Cursillo tradition as a candidate for the purpose of experiencing and familiarizing him/herself with the dynamics and flow of the DeColores Ministries weekend.

2. Approval SHALL be determined by an interview, using the Spiritual Director Interview Template, by the Spiritual Advisor of the Secretariat, the President and the Vice-President. It is recommended to have a second active WestShore DeColores Spiritual Director present.

3. Educational/Experience Requirements:

a. At least one (1) of the Spiritual Directors must have successfully completed theological training in accordance with his/her denomination, and be ordained, or the equivalent, by his/her denomination.

b. One (1) of the Spiritual Directors can serve:

(i) Prior to completing the educational requirements of his/her denomination provided he/she is actively pursuing that end and has served or is presently serving in a spiritual capacity in a congregation of his/her denomination for a period of six (6) months prior to being asked to work a weekend,

-or-

(ii) If he/she has served successfully in a spiritual capacity as a pastor of an organized Christian church for a minimum of three (3) years within the last five (5) years.

4. All Spiritual Directors SHALL subscribe to the Nicene, Apostles, and Athanasian Creeds in accordance with the Preamble of these bylaws.

C. Team positions. It is recommended that the team for a Westshore Michigan DeColores Ministries weekend be chosen by the Rector / Rectoress and consist of not more than thirty-three (33) members. The team MAY consist of the following:

1. Rector / Rectoress ; SHALL give the Total Security rollo.
2. Co-Rector / Co-Rectoress ; SHALL give a rollo.
3. Two (2) Spiritual Directors.
4. Eight (8) additional rollistas.*
5. Three (3) coordinators.*
6. Three (3) cha-chas.*
7. Three (3) cooks.*
8. Four (4) to seven (7) auxiliaries.*
9. Two (2) musicians (MAY be rollistas also).*
10. Three (3) Prayer Warriors *Job description attached in amendments.

D. Team size. The size of the team MAY be adjusted to the number of candidates and the size of the host facility. A third Spiritual Director, fourth cook, fourth coordinator, and/or fourth cha-cha MAY be added with the consent of the President.

E. Miscellaneous.

1. Every team member SHALL have completed a DeColores Ministries or substantially similar weekend in the Cursillo tradition as a candidate.
2. The team SHOULD represent a cross-section of geography, marital status, denominations, races, and experienced and in-experienced members of the Westshore Michigan DeColores Ministries community.
 - a. No more than seven (7) team members from the same church and no more than ten (10) team members from the same denomination.
3. With the exception of Spiritual Directors, all team members SHALL be of the same gender as the candidates on the weekend.
4. There SHOULD be no more than one (1) auxiliary per table and no more than two (2) team members per table.
5. Spiritual Directors SHOULD be among the first team members selected in order to get as much input as possible from them as to weekend activity and team make-up.
6. A Co-Rector/Co-Rectoress SHALL be chosen in accordance with the qualifications for Rector / Rectoress since this person SHALL assume responsibility of the DeColores Ministries weekend in an emergency.
7. All laity team members MAY serve only two (2) teams of the Cursillo-tradition weekends during a 12-month period unless chosen as Rector, Rectoress, Co-Rector, or Co-Rectoress. Furthermore, no laity team member will be eligible to work the second team within a 12-month period unless all obligations to the first team have been completed prior to the beginning of the obligations to the second team.
8. One (1) coordinator SHOULD be very familiar with DeColores Ministries and the facility to be used for the weekend and MAY help recommend other coordinators.
9. Rollistas SHOULD have served previously as a team member and exemplify the rollo assigned.
10. All team members SHALL have an obligation to attend all team meetings and all follow-up meetings.
11. At least one-quarter (1/4) of the team SHOULD consist of members who have not previously worked on any Cursillo tradition weekend and/or members who have not worked on a weekend in the previous ten (10) years or more.
12. The Rector / Rectoress SHALL make him/herself available to assist rollistas with rollos and contact each rollista to verify that they have their rollos completed before the weekend. Outlines SHALL be heard at team meetings.

13. There SHALL be a minimum of four (4) team meetings, not including the team potluck before the weekend and a minimum of three (3) follow-up meetings after weekend. Guidelines for these meetings are in the Rector / Rectoress manual. The commissioning of the team SHALL be done at the first team meeting. Note: The statement of 5.2.A. SHALL be read by all team members at the team commissioning (first team meeting).

14. All team members, including Spiritual Directors, are expected to remain on site at the host facility for the entire weekend.

15. Team members are not to discuss any reports of abuse, but rather SHALL refer any reports of abuse to the Spiritual Director of the weekend.

16. A weekend fee SHALL be required of both candidates and team members to cover costs of the weekend. Candidates SHOULD be asked to pay a \$10.00 deposit with their applications and the balance on Thursday evening of the weekend when registering. Team members SHALL pay the weekend fee prior to the weekend.

5.3 Conduct of the weekend:

A. Rollos. The following structured talks are known as “rollos”, and SHALL be given in the following order on the day indicated. No other rollos shall be given.

- | | |
|---------------------------|--|
| 1. Ideal - Friday | 9. Action – Saturday |
| 2. Grace - Friday* | 10. Obstacles to Grace - Saturday* |
| 3. Laity – Friday | 11. Leaders – Saturday |
| 4. Faith - Friday* | 12. Environment – Sunday |
| 5. Piety – Friday | 13. Life in Grace - Sunday* |
| 6. Study – Saturday | 14. Christian Community in Action – Sunday |
| 7. The Word - Saturday* | 15. Fourth Day – Sunday |
| 8. Sacraments - Saturday* | 16. Total Security – Sunday |

* = Spiritual Directors’ rollos which SHALL be given by a Spiritual Director. All other rollos are lay rollos and shall be given by lay people. A lay person is someone who does not meet the qualifications of a Spiritual Director set forth in 5.2.A.

B. Meditations. The following talks, known as “meditations”, SHALL be given at the following times:

1. Know Yourself - Thursday evening chapel visit
2. Prodigal Child - Thursday evening chapel visit
3. Three Glances of Christ - Friday morning chapel visit
4. Figure of Christ - Saturday morning chapel visit
5. Message of Christ - Sunday morning chapel visit

C. Other Talks. The “President’s Informational Talk” and a talk about the problem of relating to family members at home after a weekend (sometimes referred to as the “Going Home Talk”) MAY be given on the weekend. These talks are not rollos.

D. Strict Observances. The Rector / Rectoress SHALL conduct the weekend strictly in accordance with all of this section (5.3) and the Rector / Rectoress Manual.

VI AMENDMENTS

6.1 AMENDMENTS. Amendments to these Bylaws can be discussed at any regularly scheduled monthly secretariat meeting but can not be voted on until the following regularly scheduled monthly secretariat meeting or a special meeting called for the purpose of voting on said amendment(s). Written notice of the proposed amendment(s) and the time and the place of the meeting at which the vote on the proposed amendment(s) will take place SHALL be posted in the Westshore Michigan DeColores Ministries WestShore DeColores Bylaws.docx

newsletter no less than fifteen (15) days prior to the meeting. A special meeting for the purpose of voting on amendment(s) to these Bylaws can not be scheduled less than fifteen (15) days after the secretariat meeting at which the amendment(s) were discussed. Any changes or amendment(s) to these Bylaws requires an affirmative vote of two-thirds (2/3) of the total number secretariat members to pass.

- A. When amendments have been voted on and passed, the text of the bylaws will be changed to reflect the amendment(s) or revision.
- B. The “As of” date at the top of the bylaws will be changed to reflect the date the current amendment(s) or revision was passed.
- C. The amendment(s) or revision, date, and item number(s) will be listed at the end of this document. (For example: Amended 01-01-0000 1.1, 2.4.A, or, Revised 01-01-0000)
- D. The secretary will maintain both physical and electronic copies of the bylaws and all amendments. The secretary should take great care in how amendments are written in the secretariat minutes. The secretary should write the original bylaw in the minutes and then the amendment as adopted, date adopted, and numerical vote (For example: 12 voted in the affirmative and 6 in the negative. There was a two thirds vote in the affirmative and the amendment was adopted.)
- E. The secretary SHALL create an open agenda item for secretariat meetings indicating the amendment that was passed and date, every location that will need the new copy of the bylaws (for example: All Rector and Rectoress Manuals; The President Couple’s Folder; the WestShore DeColores Website; and other locations as necessary), and the name of the person in charge of assuring the above has been completed. The open agenda item SHALL remain open until all changes have been completed. The minutes SHALL then reflect that all changes were completed.

VII TRADEMARK

- 7.1 **TRADEMARK.** Westshore Michigan DeColores Ministries, Inc. secretariat SHALL comply with all applicable laws, regulations, rules and the like and SHALL obtain all appropriate government approvals, licenses, permits and so forth pertaining to the sale, distribution, and advertising of goods and/or the rendering and advertising of services if in conjunction with the service mark. The service mark SHALL always include the subscript “TM”.

VIII MISCELLANEOUS

- 8.1 **GOVERNING LAW.** These Bylaws SHALL be governed by and construed in accordance with the laws of the State of Michigan, and with respect to the use of the service mark, in accordance with the laws of the United States of America.
- 8.2 **SEVERABILITY.** The un-enforceability of any term of these Bylaws SHALL not affect the enforceability of any of the remaining terms of these Bylaws.

NICENE CREED

We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one being with the Father. Through Him all things were made. For us and for our salvation He came down from heaven; by the power of the Holy Spirit He became incarnate from the Virgin Mary, and was made man. For our sake He was crucified under Pontius Pilate; He suffered death and was buried. On the third day He rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son, He is worshipped and glorified. He has spoken through the prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

APOSTLES CREED

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, His only Son, our Lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

ATHANASIAN CREED

Whoever wants to be saved, should, above all else, cling to the catholic faith. Whoever does not guard it whole and inviolable will doubtless perish eternally.

Now this is the catholic faith: We worship one God in Trinity, and the Trinity in unity; neither confusing the persons nor dividing the divine being. For the Father is one person, the Son is another, and the Spirit is still another. But the deity of the Father, Son, and Holy Spirit is one, equal in glory, co-eternal in majesty. What the Father is, the Son is, and so is the Holy Spirit. Uncreated is the Father; uncreated is the Son; uncreated is the Holy Spirit. The Father is infinite; the Son is infinite; the Holy Spirit is infinite. Eternal is the Father; eternal is the Son; eternal is the Spirit. And yet there are not three eternal beings, but one who is eternal; as there are not three uncreated and unlimited beings, but one who is uncreated and unlimited. Almighty is the Father; almighty is the Son; almighty is the Spirit. And yet there are not three almighty beings, but one who is almighty. Thus the Father is God; the Son is God; the Holy Spirit is God. And yet there are not three gods, but one God. Thus the Father is Lord; the Son is Lord; the Holy Spirit is Lord. And yet there are not three lords, but one Lord. As Christian truth compels us to acknowledge each distinct person as God and Lord, so catholic religion forbids us to say that there are three gods or lords. The Father was neither made nor created nor begotten; the Son was neither made nor created, but was alone begotten of the Father; the Spirit was neither made nor created, but is proceeding from the Father and the Son. Thus, there is one Father, not three fathers; one Son, not three sons; one Holy Spirit, not three spirits. And in this Trinity, no one is before or after, greater or less than the other; but all three persons are in themselves, co-eternal and coequal; and so we must worship the Trinity in unity and the one God in three persons. Whoever wants to be saved should think thus about the Trinity.

It is necessary for eternal salvation that one also faithfully believe that our Lord Jesus Christ became flesh. For this is the true faith that we believe and confess: That our Lord Jesus Christ, God's Son, is both God and man. He is God, begotten before all worlds from the being of the Father; and He is man, born in the world from the being of His mother - existing fully as God, and fully as man with a rational soul and a human body, equal to the Father in divinity, subordinate to the Father in humanity. Although He is God and man, He is not divided, but is one Christ.

He is united because God has taken humanity into Himself; He does not transform deity into humanity. He is completely one in the unity of His person, without confusing His natures. For as the rational soul and body are one person, so the one Christ is God and man. He suffered death for our salvation. He descended into hell and rose again from the dead. He ascended into heaven and is seated at the right hand of the Father. He will come again to judge the living and the dead. At His coming, all people shall rise bodily to give an account of their own deeds. Those who have done good will enter eternal life; those who have done evil will enter eternal fire.

This is the catholic faith. One cannot be saved without believing this firmly and faithfully.

AMENDMENTS TO BY-LAWS

Since 03-01-1998

Amended 06-08-1998 2.7

Amended 07-13-1998 5.2.C.10

Amended 12-14-1998 2.14.J.1-5

Amended 03-08-1999 2.14.I.1-3

Amended 05-10-1999 2.14.D.4

Amended 09-13-1999 2.14.G-H-I

Amended 12-13-1999 5.2.C.10

Amended 01-01-2000 2.14.K, 2.11, 5.2.E.11, 5.2.B

Amended 02-12-2001 5.2.E.7

Amended 06-08-2009 5.2.E.16

Amended 10-08-2012 2.7

Amended 12-12-2012 2.10.B

Amended 10-13-2014 5.2.E.11

Amended 10-13-2014 5.2.B

Amended 12-12-2016 5.2.E.11

Amended 12-12-2016 5.2.E.16

Revised 03-11-2019

Amended 09-09-2019 2.11