

**BYLAWS  
OF  
HEART OF FLORIDA VIA DE CRISTO, Inc.**

In accordance with Article VIII of the Articles of Incorporation, the Board of Directors, hereafter known as The Secretariat, adopts the following as its Bylaws:

**ARTICLE I - PURPOSE, ESSENCE. BASIS AND NORMS**

- A. The name of this Corporation is Heart of Florida Via De Cristo, Inc., hereinafter called HOF VdC. It is a Lutheran based movement, affiliated with the National Lutheran Secretariat. It has been organized to develop in Christians a consciousness of their power and mission to become leaders in Christian ministry, and the desire to continue to live the life of Grace, personally and together with their brothers and sisters in Christ. This purpose is accomplished through use of the Cursillo (Registered Trademark) method of preparation for the three-day weekend and post weekend support in group reunions and ultreyas.
- B. The heart and essence of Via de Cristos in Christianity is to bring Christians to a full awareness of what is meant by living the life of Grace, adding new strength and vitality to their Christianity. HOF VdC, as part of the total body of Christ, is an instrument for renewing the church and transforming the world by the fullness of Christ's ministry through His church, both laity and clergy.
- C. HOF VdC holds that "...by grace you have been saved through faith, and this is not your own doing; it is the gift of God – not the results of works, so that no one may boast." (Eph. 2:8-9). Such grace we acknowledge as the Heart of the Gospel, and such faith as the work of the Holy Spirit drawing us into a life-giving relationship with God. We accept and employ the doctrines of the word of God and of Grace as confessed by Biblical Christian faith. We are committed to the doctrine of the priesthood of all believers (ministry of the laity) as a clear statement of God's intention for His people to which we have all been called in baptism. It is not that we have a priesthood, but that we are a priesthood; not that we have ministers, but that we are ministers, all having been called and commissioned to share in the ministry of the church.
- D. HOF VdC accepts as its norm the content and method of the Cursillo movement as developed by Bishop Juan Hervas, Eduardo Bonnin and others, as described in "The Fundamental Ideas of the Cursillo Movement," a National Ultreya Publications, 1974. We accept as normative the Cursillo method of preparation, the three-day weekend of fifteen talks under-girded with prayer and the work of the Holy Spirit, the fourth-day practice of group reunion and of the need for Christians to penetrate the world for Christ. Via de Cristo is the Lutheran expression of the Cursillo movement.

- E. HOF VdC recognizes that the Via de Cristo movement is only one of the many instruments of the Holy Spirit for renewal and that Pilgrims must cooperate with Christians in other organizations and movements in accomplishing the transformation of their environments according to the Gospel. However, the methods and practices of some, such as some practices of the “Charismatic Movement”, while perfectly valid expressions of faith and worship, may be disturbing or uncomfortable for persons not familiar with them. Since these are not essential or integral to the Via de Cristo method, it is not the intent of HOF VdC to introduce or promote them in any part of the pre-Via de Cristo, three-day weekend, and post-Via de Cristo process.

## **ARTICLE II - COMMUNITY**

- A. The activities and offices of HOF VdC are open to Christians of all denominations. The HOF VdC Community (“membership” within the Florida corporate statute provisions) consists of all persons who:
1. Have attended a three-day weekend which adheres to the norms and methods of the Via de Cristo movement as defined in Article I (thereafter being designated as “Pilgrims”);
  2. Reside in the Central Florida geographic area, as defined in these Bylaws;
  3. Are known to the HOF VdC Secretariat or have otherwise indicated a desire to be considered part of the HOF VdC community; and
  4. Accept the provisions of these Bylaws.
- B. The Secretariat shall maintain a roster of all Pilgrims who are a part of the HOF VdC community which is available to the community.
- C. HOF VdC shall assess no fees or dues on the community. All financial support shall accrue from voluntary contributions and income arising from activities of HOF VdC.

## **ARTICLE III - OFFICERS**

- A. The officers of HOF VdC shall be a Lay Director, Secretary, and Treasurer.
- B. The officers shall be members of the HOF VdC Secretariat and shall represent HOF VdC as required for legal and financial purposes.
- C. The officers shall be selected, serve terms, and perform duties as specified in these Bylaws.

#### **ARTICLE IV – SECRETARIAT**

- A. The HOF VdC Secretariat is the administrative body on Via de Cristo matters for HOF VdC. The Secretariat has the exclusive responsibility and authority for policy and methodology decisions, and for the administration of the policies, aims and goals of HOF VdC.
- B. The HOF VdC Secretariat shall consist of the officers Defined in Article III plus the Spiritual Directors and other members as specified in Article V.
- C. The HOF VdC Lay Director and Secretary shall serve as Chairperson and Recording Secretary, respectively, of the Secretariat.
- D. Secretariat members shall meet the qualifications, be selected, serve terms, and perform duties as specified in these Bylaws.
- E. Functions, duties and responsibilities of the HOF VdC Secretariat include the following:
  - 1. Make and administer policies of HOF VdC.
  - 2. Manage affairs of HOF VdC in a fiscally sound manner.
  - 3. Set the date and location of each three-day HOF VdC Via de Cristo weekend.
  - 4. Select the Rector/Rectora for each Via de Cristo weekend in accordance with these Bylaws.
  - 5. Ensure that each three-day Via de Cristo weekend adheres to the norms defined in Article I, and as further delineated in these Bylaws, and approve any changes or exceptions to these norms.
  - 6. Appoint persons to fill unexpired Secretariat terms in accordance with these Bylaws, when vacancies occur.
  - 7. Set the time and place of Secretariat meetings.
  - 8. Set the time and place of annual and special meetings of the HOF VdC community in accordance with these Bylaws.
  - 9. Exercise such discipline, in accordance with these Bylaws, as may be necessary to ensure proper functioning of the Secretariat and to avoid any discredit to HOF VdC.

- F. All meetings of the HOF VdC Secretariat shall be open to the HOF VdC community, except that those portions of meetings concerned with the Rector/Rectora selection, team member and pilgrim application consideration, discipline, and other matters of a personal nature may be closed. The time and place of Secretariat meetings and summaries of meeting minutes shall be publicized as practicable in regular HOF VdC mailings.
- G. The Secretariat shall meet as often as necessary to transact the business matters of HOF VdC with a minimum of six meetings per year and at least one meeting during each calendar quarter. The time and place of regular Secretariat meetings shall be publicized in the newsletter as practicable. Special Secretariat meetings may be called with a minimum of three days notice by phone or mail to all Secretariat members.
- H. Actions may be taken on an urgent matter without a meeting if consent is given by a two-thirds majority of the filled Secretariat positions by phone, fax or e-mail to disposition such action. The action must be approved by a majority of the Secretariat and the results recorded in minutes of the proceedings.
- I. A quorum for Secretariat meetings shall be a majority of the filled Secretariat positions. Except where otherwise specified in the Articles of Incorporation or Bylaws, all matters shall be decided by a simple majority voice or hand vote. Voting shall be by written ballot for the selection of Rectors/Rectoras, and on other occasions when requested by at least one-third of the Secretariat members present. Votes shall be counted by the Lay Director and one other Secretariat member.
- J. Parliamentary procedures shall be in accordance with the latest edition of Roberts Rules of Order.
- K. No actions may be taken that are contrary to the powers and purposes of the Articles of Incorporation.
- L. Delegate(s) shall be selected to attend the National Lutheran Secretariat annual meeting.

#### **ARTICLE V - SECRETARIAT COMPOSITION**

- A. The HOF VdC Secretariat shall consist of the following regular positions:
  - 1. Chairperson (Lay Director of HOF VdC)
  - 2. Recording Secretary (Secretary of HOF VdC)
  - 3. Treasurer (Treasurer of HOF VdC)
  - 4 and 5. Spiritual Directors (2)
  - 6. Pre-Via de Cristo Chairperson
  - 7. On-Site Physical Arrangements Chairperson
  - 8. Off-Site Physical Arrangements Chairperson

9. Post-Via de Cristo Chairperson
  10. Extended Community Palanca Chairperson
  11. Local Palanca Chairperson
  12. Communications Chairperson
  13. Leaders Chairperson
  14. Outreach Chairperson
  15. Music Chairperson
- B. The Secretariat may consist of a maximum of 15 positions or a minimum of 8 positions at any time.
- C. The Lay Director's position will be held by one person. Other Secretariat positions may be held by two persons, such as husband and wife, or two other individuals who wish to share the responsibility. However, each position shall have only one vote at Secretariat meetings. Married couples may only hold one position on the Secretariat.

**ARTICLE VI**  
**QUALIFICATIONS AND REQUIREMENTS OF SECRETARIAT MEMBERS**

- A. Secretariat members shall come from the HOF VdC Via de Cristo Community, as defined in Article II herein. They shall be active in their churches, be members of reunion groups, participate in Ultreyas and weekend activities, and have team experience.
- B. In addition, special qualifications apply for certain positions:
1. The Lay Director (Secretariat Chairperson) shall have served as a Rector/Rectora and have served on the Heart of Florida Secretariat for at least one year.
  2. Spiritual Directors shall be Christian ministers with ordination status. One Spiritual Director shall be Lutheran. Insofar as possible, the two Spiritual Directors shall come from different geographical parts of the HOF VdC Community area.
  3. The Lay Director and a majority of the Secretariat shall be Lutheran.
  4. The Leaders Chair (Secretariat Vice-Chairperson) shall have served as a Rector/Rectora.
- C. Excused and unexcused absences will be recorded in meeting minutes. Two unexcused absences per calendar year from Secretariat meetings, or failure to perform the specified duties of a Secretariat position, will result in a conference between the member, the Secretariat Chairperson, and the Spiritual Directors to determine the member's intentions regarding his/her Secretariat responsibilities. A non-performing Secretariat member or one failing to meet the requirements of Article VI may be removed from office upon recommendation of the Secretariat Chairperson and the Spiritual Directors, followed by a two-thirds majority vote of the Secretariat.

- D. The Secretariat, by a two-thirds majority vote of the filled positions, may waive any of the above requirements when necessary to obtain the most qualified person available for a specific Secretariat position. Procedures for deciding urgent matters shall not apply (Article IV. H).

### **ARTICLE VII - SECRETARIAT SELECTION**

- A. The Spiritual Directors of HOF VdC shall be elected by the HOF VdC Secretariat. The remaining positions shall be filled by election of the HOF VdC Community.
- B. At least 60 days prior to each annual meeting of the HOF VdC Community, the Secretariat shall publish in the newsletter or other mailing a list of those Secretariat terms which are expiring, and a request for nominations to fill these positions. All names submitted must be accompanied by a statement from the prospective nominee indicating a willingness to serve if elected, and must be received by the secretariat at least 15 days before the annual meeting.
- C. The Secretariat, acting as a nominating committee, shall nominate at least one pilgrim for each elected position which is to be filled. These nominees may be chosen from among qualified persons suggested by the Community per Article VII. B, or from other qualified and willing HOF VdC Pilgrims. The resulting slate of pilgrims will be presented for approval by ballot at the annual HOF VdC Community meeting. Additional nominations from the floor are permitted from among names submitted to the Secretariat during the nomination request period in accordance with Article VII. B.
- D. Elected positions identified in Article VII. A. shall be filled by the new Secretariat at its first regularly scheduled meeting following the annual Community meeting.
- E. Secretariat vacancies occurring between annual meetings shall be filled by appointment of the Secretariat. The interim member shall serve until the next annual Community meeting. If the vacancy occurs during the first year of a two-year term, the position shall be filled for the remainder of the term by usual election or appointment procedures.
- F. In nominating or appointing persons to Secretariat positions, the Secretariat shall endeavor to obtain representation from as many churches, denominations and geographic areas within the HOF VdC Community as possible.

### **ARTICLE VIII - SECRETARIAT TERMS**

- A. Terms of office for HOF VdC Secretariat members shall be two years. No person shall serve on the Secretariat for more than four consecutive years, but will be eligible to serve on the Secretariat again after being off for one year. This restriction may be waived if a suitable replacement for a specific position cannot be found. Appointment to fill a vacancy of less than one year shall not count against the four year restriction. No person shall fill more than one position at a time. The Lay Director may serve two consecutive terms, not subject to other Secretariat term limits.
- B. Newly elected members shall begin their term immediately following the next regularly scheduled meeting after their election.
- C. The terms of one-half of the secretariat shall expire each year. One Spiritual Director shall be appointed each year to serve a two year term with no limit to consecutive terms.

### **ARTICLE IX DUTIES AND RESPONSIBILITIES OF SECRETARIAT MEMBERS**

Specific duties and responsibilities of each Secretariat member shall be separately defined.

### **ARTICLE X - COMMUNITY MEETINGS**

- A. An annual meeting of the HOF VdC Community shall be held in accordance with these Bylaws during the month of September of each year. The purposes of this meeting shall be to fill Secretariat positions in accordance with these Bylaws, present the anticipated budget for the year, receive reports, and conduct any other business as specified in the meeting agenda. Amendments to the Articles of Incorporation may also be made upon notice given to the membership of intention to submit such amendments.
- B. Special meetings of the HOF VdC community may be called in accordance with these Bylaws. The agenda for special meetings shall be limited to those items specified in the meeting notice.
- C. All persons listed on the HOF VdC community roster that are present at an annual or special meetings are eligible to vote. The voters present at any legally called HOF VdC community meeting shall constitute a quorum. All votes will be decided by a simple majority.

### **Article XI - VOTING ELIGIBILITY**

- A. HOF VdC primarily serves the Central part of Florida. Pilgrims residing in this general area who meet the provisions of Article II herein are eligible to vote at HOF VdC Community meetings. They may also serve as officers and Secretariat members if they additionally meet the qualifications for such officers as stated in these Bylaws, and do not hold office in any other Via de Cristo Secretariat.
- B. The HOF VdC Community Roster contains the names of all eligible voters at HOF VdC Community meetings.
- C. On approval of the Secretariat, Pilgrims residing in other areas may be added to the Community Roster provided that they also meet the provisions of Article II, excluding residence.
- D. The term "Pilgrim" as used here in applies to anyone satisfying the provisions of Article II.A.1, regardless of the name of the organization sponsoring the weekend.
- E. Voting by proxy shall not be allowed.

### **ARTICLE XII – AMENDMENTS**

- A. Upon proper notice, these Bylaws may be amended, altered, or rescinded by a two-thirds vote of the filled positions of the Secretariat present at any regular meeting or any special meeting called for that specific purpose. Bylaw changes and additions shall be published in the first newsletter or other regular publication of HOF VdC after their approval.
- B. Amendments to either the Articles of Incorporation or these Bylaws shall be certified (in a manner similar to that below) by the Treasurer and placed in the Corporate Record Book maintained by the Treasurer, immediately behind the original Articles of Incorporation or Bylaws. The Lay Director shall be provided a copy the Corporate Record Book.

### **CERTIFICATION**

As the duly elected or appointed Treasurer of the Heart of Florida Via De Cristo, Inc., I hereby certify that these Bylaws were approved by the Secretariat by vote on January 16<sup>th</sup>, 1999.

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Jerry Johnson  
Treasurer, HOF VdC, Inc.