NEW ZEALAND ANGLICAN CURSILLO COUNCIL

# EDITOR OF THE NATIONAL MAGAZINE: *KIWI CURSILLO-KĀHUI KI AOTEAROA*

The role of the Editor of *Kiwi Cursillo-Kāhui ki Aotearoa* is:

1. To produce a magazine 3 x per year:

* 1. To recognise the ‘national’ nature of *Kiwi Cursillo-Kāhui ki Aotearoa* and to seek material/articles that reflect this.
	2. To decide closing dates for contributions from Dioceses, (normally 1 April, 1 August,

1 November), and to make these known to Diocesan Lay Directors & Executive members.

1.3 National Lay Director & National Spiritual Director to write articles for each Issue.

1.4 Each Diocese to receive extra copies for (a) Pilgrims, (b) Secretariat members, (c) for distribution at Ultreyas. Contact with DLDs before printing to get numbers, essential.

* 1. To seek out a suitable/appropriate Guest Contributor for each Issue.

2. To appoint a Registrar to collect subscriptions:

 2.1 To reimburse the Registrar for any expenses incurred.

* 1. To receive from the Registrar a record of all subscribers & all receipts before each Issue.

3. To produce pdf. and print copy, and (appoint a group to) collate printed magazines for distribution to subscribers. This will require printing address labels, stamps, and posting.

4. To also obtain articles from overseas pertaining to Cursillo, either by direct contact with other Cursillo movements, from Cursillo magazines or from off the Internet.

4.1 To visit regularly/sign up to:

- the USA Episcopalian Cursillo site at [www.episcopalcursilloministry.org](http://www.episcopalcursilloministry.org)

 - the British Anglican Cursillo Council (BACC) at [www.anglicancursillo.co.uk](http://www.anglicancursillo.co.uk)

 - the Anglican Cursillo Movement of Australia (ACMA) at [www.cursillo-australia.org](http://www.cursillo-australia.org)

4.2 To enlist help if necessary in searching and/or checking for appropriate articles.

5. To arrange suitable printing/photocopying rates that come within the subscriptions, allowing for stationery, ink and postage.

* 1. To keep a record of the finances involved.
	2. To be reimbursed for any expenses incurred.
	3. To send accounts to Dioceses and issue receipts on payment.
1. To submit a Report to each NZACC meeting along with a Financial Statement. While attendance at NZACC face-to-face meetings is not a requirement, on-line meeting attendance (e.g. through Zoom) is considered beneficial.

**ROLE OF THE REGISTRAR:**

1. To receive subscriptions.
2. To keep a record of all subscribers, forwarding these to the Editor as necessary.
3. To bank all monies, retaining receipts of the same and forwarding these to the Editor
4. To acknowledge all subscriptions with a receipt.
5. To be reimbursed by the Editor for any expenses incurred.

**NOTES:**

1. The appointment of the Editor of *Kiwi Cursillo-Kāhui ki Aotearoa* is made by NZACC from persons who complete an application. Consideration should be given to the person having attended a Cursillo.
2. There is no restriction on the number of years of appointment, but at least a three-year period would be essential.
3. The Editor may request a ‘consulting’ body to be appointed – one or more persons.
4. The Editor, with help from NZACC, to seek ways of gaining more subscribers.
5. The role of Editor is a voluntary position, without remuneration except for reimbursement of agreed expenses.

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