

CHICAGOLAND PRESBYTERIAN PILGRIMAGE BY-LAWS

Article I PREAMBLE

The name of the organization established as Chicagoland Presbyterian Cursillo on December 7, 2002, is hereby changed to Chicagoland Presbyterian Pilgrimage. It functions as a member of the National Council of Presbyterian Fourth Day Movements and ceases operating under a license from the Roman Catholic Church. Chicagoland Presbyterian Pilgrimage Council is responsible for all aspects of the Presbyterian Fourth Day Movements in the Chicagoland Area, which is defined as Cook, Lake, McHenry, Kane, Dupage, and Will Counties.

Article II ORGANIZATION

1. Chicagoland Presbyterian Pilgrimage (ChPP) is a cooperative ministry of First Presbyterian Church of Evanston, (the organizing community) and such other Presbyterian communities within the six county area, which having at least 15 Fourth Day members (persons that have attended a Pilgrimage or Cursillo weekend), has made written application to join Chicagoland Presbyterian Pilgrimage and has been approved for membership by the Chicagoland Council. Official correspondence shall be directed to Chicagoland Presbyterian Pilgrimage, c/o First Presbyterian Church of Evanston, 1427 Chicago Ave., Evanston, IL 60201.

2. The purpose of Chicagoland Presbyterian Pilgrimage is to effect a specific, identifiable, and qualitative response in the participants of each Pilgrimage weekend. That response is returning to their various environments and serving to re-form those environments consistent with the Kingdom of God. It is a call to conscious and deliberate living of the Christian faith, seeking to make every relationship, every situation, every experience an occasion for the manifestation of God's Kingdom according to the example of Jesus Christ. Pilgrimage administers and manages three day (Cursillo program), Laity-led weekends at such frequency as Pilgrimage Council shall determine, but not less than annually, and to administer and manage the Fourth Day Community. Pilgrimage promotes Fourth Day on-going renewal through Ultreya gatherings and Renewal Groups. Only functions which advance Pilgrimage weekends and/or the Fourth Day community shall be deemed appropriate activities.

3. Chicagoland Presbyterian Pilgrimage Council (the Council) shall consist of nine elected members initially, each normally serving a three year term. The Council is divided into three classes of equal number, with terms beginning January 1, and ending December 31, of each respective year. Additionally, the Council will include as a voting member the person selected to represent Chicagoland Presbyterian Pilgrimage on the National Board of Presbyterian Fourth Day Movements (if not already a voting member of the Council). At such time as there are at least four communities approved for membership in Chicagoland Presbyterian Pilgrimage, the Council shall be increased by one member in each of the three classes to a total of twelve elected members, no more than eight of whom may be from a single community. When Chicagoland Pilgrimage communities other than First Presbyterian Church of Evanston have active Fourth Day members which in total are at least equal to the active Fourth Day members from First Presbyterian of Evanston, as defined in Section 4 below, then no more than six Council members may be from a single community.

4. All persons who have attended a three day Presbyterian Pilgrimage or Cursillo retreat (or similar Fourth day retreat such as Walk to Emmaus or Tres Dias) shall be members of the Fourth Day community, and if an active Chicagoland member shall be entitled to vote for Council members and upon all matters coming before a Chicagoland Ultreya for vote. An active member of Chicagoland Pilgrimage is any Fourth Day member currently residing within the six county area who declares himself or herself an "active Chicagoland member" based on having:

- a) Been a participant or staff member during a Chicagoland weekend within the past three years; or
- b) Been a participant in a Chicagoland serenade and decorating party within the past year; or

- c) Attended the two most recent Chicagoland Ultreyas; or
- d) Participated in a Chicagoland work day within the past six months; or
- e) Been a regular participant in an ongoing Chicagoland renewal group.

5. The Moderator or Observing Moderator of the next scheduled Pilgrimage, if not currently a voting member of the Pilgrimage Council, shall serve as ex-officio, non-voting member(s) of the Council, during the term of their service in such positions.

6. A Fourth Day Pastor from at least one church active in Chicagoland Presbyterian Pilgrimage will be recruited by Council, as an ex-officio, non-voting member, to serve as Council Spiritual Advisor.

7. There shall be at least two regular meetings of the Fourth Day community (Ultreyas) in each calendar year, including one in the fourth quarter. The format is usually a shared meal, fellowship and singing, testimonies to the grace of God as experienced through re forming actions, and the sacrament of the Lord's Supper celebrated as an ordinance of the Church. Ultreyas are open to all who wish to attend. They shall be scheduled by the Chicagoland Fourth Day Coordinator in consultation with the Council. Fourth Day members from any Chicagoland community desiring to schedule a local community Ultreya shall consult with the Fourth Day Coordinator to assure there is no conflict with other Pilgrimage activities. Notification to Fourth Day members of all Ultreyas shall be given at least ten days in advance of all meetings. To avoid the cost of mailings, all notices may be sent by electronic means, and by inclusion in the Sunday bulletin(s) and by posting notice at such place on the Church Bulletin Board(s) as may be assigned to the Pilgrimage community by member communities.

Article III ANNUAL ELECTIONS

1. The election of members to the Council and to the Nominating Committee shall be carried out at a regularly scheduled Chicagoland Ultreya in the fourth quarter of each year at which there is a quorum consisting of at least ten percent of the active Chicagoland Fourth Day (as defined in Article II section 4).

2. At such meeting the Nominating Committee will present nominees for Council and for membership on the following year's Nominating Committee. Voting procedures will allow for nominations from the floor by active Chicagoland Fourth Day members. The Nominating Committee Chair when presenting nominations and any Fourth Day member making a nomination shall attest to the willingness of such nominees to serve and that all qualifications for office have been met. To be eligible for election to the Council a Fourth Day member must be a member of a Presbyterian church in the six county area and must have served on Staff for at least one Chicagoland Pilgrimage or Cursillo weekend.

3. Elections to the Council and to the Nominating Committee shall be by majority vote of active Chicagoland Fourth Day Members present and voting. Vote may be by voice vote or show of hands when the number of nominees does not exceed the number of positions to be filled, but otherwise must be by secret ballot.

4. A Nominating Committee of five active Chicagoland Fourth Day members will be chosen annually to serve a one year term. Two members shall be designated by the Council from among active Council members, one of whom shall be named as Chair Person of the Committee. Three active Chicagoland Fourth Day members, none of whom shall be a Council member, shall be elected by the active Fourth Day members.

5. A member having served three consecutive terms shall be ineligible for reelection to the Nominating Committee for a one year period.

6. When requesting suggestions regarding nominees for the Council or for the next year's Nominating Committee, the Nominating Committee shall give advance notice to the Fourth Day that to be elected to

Pilgrimage Council a person must have served on the Staff for at least one Chicagoland Pilgrimage or Cursillo. Nominating Committee members shall receive and report to the Nominating Committee as a whole, all Fourth Day suggestions received, as well as their own suggestions.

7. The Nominating Committee shall open its meetings with prayer, shall give prayerful consideration to each suggested nominee, shall screen possible nominees for eligibility and willingness to serve, and shall prepare a slate of candidates for Council and for the following year's Nominating Committee, at least equal to the number of positions to be filled.

Article IV TERMS OF OFFICE

1. The terms of office for each Council member shall be three years except as a vacancy may require the election of a person for less than three years.

2. New Council members shall take office in January following their election.

3. Should a position on the Council or Nominating Committee become vacant before the end of a member's term, the Council may appoint a person to that position on an interim basis until the unexpired portion can be permanently filled at the next annual election.

4. No person shall serve more than six consecutive years on the Council, without a break in membership of at least one year.

Article V COUNCIL MEETINGS

1. The Pilgrimage Council shall meet on the third Wednesday of each month (unless Council when it is re-constituted each January shall decide upon a different day for regular meetings during that year), at First Presbyterian Church, Evanston, or at such location(s) as may be agreed from time to time. Each meeting will open with prayer.

2. Special meetings may be called by the Chair when deemed necessary or when requested to do so by three Council members.

3. The quorum for a Council meeting is 50 percent of the Council members entitled to vote. All Council meetings are open to members of the Fourth Day of Chicagoland Presbyterian Pilgrimage (except during the selection of an Observing Moderator).

4. It is envisioned that each year the Council will re-organize itself, commencing with the election of the Chair. To be eligible to serve as Chair a member must have served on Council for at least one year. The Chair may take the lead in seeking members' agreement to fill various Council positions

5. Unless otherwise specified, all matters shall be decided by majority vote of the Council members in attendance and voting.

Article VI COUNCIL POSITIONS

Most if not all of the twelve positions listed below will need attention, whether within the council or otherwise. It is envisioned that the person responsible for a position shall recruit and organize a committee as may be necessary to carry out the responsibilities of such position. This is especially true where specialized help is needed such as computer skills or artistic talents. This recruitment will serve both to facilitate accomplishing the necessary work, and to provide opportunity for service by all who wish to serve in the Pilgrimage program.

The job descriptions provided in Appendix A are general in nature. The Council may, without amending these By-Laws, delete from or add to the list such job titles and descriptions as deemed appropriate, or combine jobs under one individual.

1. Chair Person
2. Secretary
3. Treasurer
4. Registrar
5. Data Base Coordinator
6. Outreach Coordinator
7. Fourth Day Activities Coordinator
8. Newsletter / Publicity Coordinator
9. Renewal Group Coordinator
10. Music Coordinator
11. Historian and Archivist
12. Start up Coordinator

ARTICLE VII SELECTION OF OBSERVING MODERATORS AND STAFF

1. Observing Moderators (and ultimately the Moderators) are laity, chosen by the Council, commencing with an invitation to the Fourth Day to submit suggestions to the Council members in advance of a Council meeting scheduled to make such selection. The criteria for selecting an Observing Moderator will include:

- a). Service on staff for at least one Chicagoland Pilgrimage (or Cursillo).
- b). Qualities of leadership, organization and a public presence.
- c). Whenever possible, consecutive Moderators will not be of the same gender.
- d). Whenever possible, consecutive Moderators will not be from the same congregation (community).

2. An individual may serve as Moderator for only one Chicagoland weekend, except when an Observing Moderator scheduled to serve as Moderator at the next scheduled weekend is unable to serve.

3. Council members will report at a Council meeting all suggestions they have received, plus their own suggestions for Moderator of a scheduled Pilgrimage weekend. The Council may either proceed with the selection process or, alternatively, may provide the names of recommended candidates for Moderator to an Advisory Committee (former Moderators who continue active in the movement and who know many of the Chicagoland Fourth Day members) and ask the Committee's unanimous recommendation of a candidate who is willing to serve as Moderator. If the latter course is chosen, upon receipt of the Advisory Committee's recommendation, the Council shall proceed with the selection process.

4. After prayerful reflection and discussion of the candidates, the Council will proceed with voting. Each voting member of Council shall write the name of one candidate for Moderator on a secret ballot. If there is not unanimity resulting from such ballot, the top three candidates are voted on again. If there is still not unanimity the top two candidates are voted on again. The process continues until there is unanimity, or until three successive votes have failed to result in unanimity for lack of only one vote. Thereafter votes will be by voice vote. At any time the Council may vote to submit the matter to the Advisory Committee.

5. Nominees for Observing Moderator who are also Council members will be excused from the meeting after completion of the first vote if they are among those listed for the second vote, otherwise they may remain and continue voting. The selection process will be the last item on the meeting agenda, and if Council members have been

excused they will be contacted later as to the outcome.

6. It is helpful if individuals being considered for Observing Moderator have been contacted in advance of the meeting concerning their willingness to serve if selected. This will avoid the necessity of starting over at a subsequent meeting. Contacts by Council members should be coordinated through the Chair since more than one Council member may have had the same person suggested to them.

7. Pilgrimage staff members are chosen by the Moderator for each Pilgrimage, but are brought to the Council for review and approval, before notification.

8. At least a majority of the Staff at each Chicagoland Presbyterian Pilgrimage weekend shall be Presbyterians who have participated in a Presbyterian Pilgrimage or Cursillo, or other equivalent 3-day weekend. The balance of the Staff may be members of other Christian churches who have attended Presbyterian Pilgrimage or Cursillo, or other equivalent 3-day weekend.

9. The Head Spiritual Advisor of a Pilgrimage weekend must be a Presbyterian Minister of Word and Sacrament who has attended a prior Chicagoland Presbyterian Pilgrimage or Cursillo weekend as a Participant or as a Staff member. Other Spiritual Advisors shall be persons who have attended Presbyterian Pilgrimage or Cursillo, or other equivalent 3-day weekend.

10. At least a majority of Participants (Pilgrims) at each Chicagoland Presbyterian Pilgrimage weekend shall be members of a Presbyterian Church. The balance may be members of other Christian churches, since the purpose of a Pilgrimage weekend is the renewal and strengthening of a person's faith in Christ (and as result, renewal in their church) not the evangelizing of people who have not yet accepted Christ as their Savior.

ARTICLE VIII ENACTMENT AND AMENDMENT OF BY- LAWS

1. These By-Laws were officially adopted by the Chicagoland Presbyterian Cursillo community on December on December 7, 2002. They were updated by the Chicagoland Presbyterian Cursillo Council April 16, 2003, by the National Council of Presbyterian Cursillo June 20, 2003, and by the National Council of Presbyterian Fourth Day Movements June 30, 2003. They were amended by the Chicagoland Presbyterian Pilgrimage Council and ratified on February 27, 2009 in converting from a Cursillo community to a Pilgrimage community.

2. These By-Laws may be amended, by the affirmative votes of at least two thirds of the Council, ratified by majority vote of approval by active Fourth Day members voting at a regularly scheduled Ultreya, at which there is a quorum of at least ten percent of the active members of the Chicagoland community. The Fourth Day will have been given access to the proposed changes in the By-Laws by e-mail or posting on a web site or by a general notice of such impending action posted on Church Bulletin Boards.

Appendix A COUNCIL POSITION DESCRIPTIONS

Most if not all of the twelve positions listed below will need attention, whether within the council or otherwise. The job descriptions are general in nature. It is envisioned that the person responsible for a position shall recruit and organize a committee as may be necessary to carry out the responsibilities of such position. This is especially true where specialized help is needed such as computer skills or artistic talents. This recruitment will serve both to facilitate accomplishing the necessary work, and to provide opportunity for service by all who wish to serve in the Pilgrimage program.

The Council may, without amending the By-Laws, delete from or add to the list such job titles and descriptions as deemed appropriate, or combine jobs under one individual.

1. Chair Person

- Provides overall leadership and coordination of the Council
- Prepares and distributes in advance the agendas for Council meetings.
- Chairs the meetings of the Council.
- Names a Council member to serve as convener when the Chair Person is absent from a regularly scheduled meeting; failing such nomination those present and constituting a quorum may select such a convener.
- Calls special meetings of the Council as required.
- Coordinates with the Moderator on plans and details of the next scheduled Pilgrimage.
- Prepares announcements and articles for Presbytery publications as necessary.
- Joins with each Moderator to select a Trainer for each Pilgrimage weekend.
- Chairs the business portion of Ultreyas.

2. Secretary

- Records Council proceedings and organizes such records into written minutes. Distributes such minutes in writing or by e-mail where appropriate to all Council members before the next Council meeting.
- Records the number of Fourth Day in attendance and any formal action taken at Pilgrimage Meetings (Ultreyas), and provides copies to Council members at the next regular Council meeting, and makes them a part of the minutes of such meeting
- Assists the Chair in agenda formation, and places old business before the Council.
- Joins with Data Base Coordinator in maintaining a mailing and e-mail list of Council members, and performs general correspondence for the Council.

3. Treasurer

- Receives all Pilgrimage funds, including:
 - a. application fees from the Registrar after acceptances are confirmed;
 - b. staff fees from the Observing Moderator after the Training weekend; and
 - c. the balance of Participant and Staff fees received at the Pilgrimage weekend.
 - d. contributions to Chicagoland Presbyterian Pilgrimage.
- Arranges for the Church Business Office to establish at least two separate Pilgrimage accounts:
 - a. an Operating Account
 - b. a Scholarship Fund AccountThe latter may be subdivided in accordance with scholarship categories established by donors or by the Council.
- Turns over to the Business Office of the Church all funds received in the course of Pilgrimage business and receives a receipt therefore;
- Arranges for disbursement of Pilgrimage funds by the Church Business Office as directed by the Council or by the Moderator or Camp Coordinator in conjunction with a Pilgrimage weekend, including payment of fees to the national organization.
- Maintains records of all financial transactions, including in-kind donations made to Pilgrimage and transmitted to the Church Business Office for tax credit.
- Coordinates the taking of offerings at Ultreyas, which are applied initially to the direct costs of such Ultreya, with the balance being applied to the Scholarship Fund.
- Along with Council Chair or Moderator, as appropriate, ensures that approval is obtained for expenses in excess of a Pilgrimage weekend budget for which cash reimbursement is sought.
- Records the granting of Scholarship funds in accordance with established policy.
- Prepares articles for Pilgrimage publications when appropriate.

4. Registrar

- Sends Participant Applications to any member of a Christian Church upon request. (Registrar may assume

that the party making a request is such a member unless it is otherwise known to Registrar).

- Receives participant applications and fee deposits and maintains a listing of the order in which applications are received.
- Serves on a Participant Application Committee with the Moderator and Outreach Coordinator to assure that while the order of application is honored, insofar as possible there will not be a strong gender imbalance or a strong congregational (community) imbalance, and to foster Pilgrimage growth into additional communities. This Committee will function only when applications exceed available spaces.
- Handles participant scholarship requests in accordance with currently established policies and procedures. (Individual churches may allocate their own church funds as appropriate).
- Sends written advice to the participants:
 - a). acknowledging receipt of the application (to be sent soon after receipt.)
 - b). confirming acceptance as a participant, or of being put on the waiting list, all in accordance with policies and guidelines established by the Council.
 - c). giving Pilgrimage details, including a map (with a copy to Sponsor).
- Forwards the application fees of participants to the Pilgrimage Treasurer when they are given written confirmation, and returns all other application fees on a timely basis.
- Provides copies of participants' applications to the Moderator, and a list of participants to the Camp Coordinator for the weekend and to the Fourth Day Coordinator. Advises the Camp Coordinator of any special physical or dietary needs or special requests listed on the applications.
- Arranges sponsors for participants, and provides them with necessary information.
- Prepares articles for Pilgrimage publications when appropriate.

5. Data Base Coordinator

- Establishes and maintains cumulative lists of Chicagoland Pilgrimage (and prior Chicagoland Cursillo) participants and, staff, identified by specific weekend, and including: names, addresses, telephone numbers, email addresses, and birthdays, and distributes as required. Secures the assistance of the Observing Moderator in confirming data acquisition at each weekend and obtains the weekend roster and staff assignments from the e-Cha.
- Coordinates with Registrar and Secretary as necessary.
- Establishes a web site, or arranges the use of church(s) web site(s).
- Maintains e-mail contact with other Pilgrimage and Cursillo communities relative to Palanca and Prayer Banner requests from them, or our requests to them.
- Forwards to all Chicagoland Fourth Day Community, requests for Palanca or Prayer Banner support received from Fourth Day Communities with whom we have strong ties (e.g. Oklahoma, Indiana, Michigan and Houston), and from start up communities having little or no Fourth Day of their own to support early weekends.
- Advises Chicagoland Fourth Day of sign-up sites for Prayer Banners.

6. Outreach Coordinator

- Engages other Presbyterian Churches in the Chicagoland area in Pilgrimage activity.
- Provides liaison and communication with Chicago Presbytery
- Provides liaison and communication with other Presbyterian Fourth Day Communities
- Provides liaison and communication with other related groups such as Walk to Emmaus, Tres Dias or Kairos etc.

7. Fourth Day Activities Coordinator

- Works with the Start-up Coordinator in preparing an annual inventory of printed materials and the printing of necessary items.
- Assists in advance collection of comfort and art table supplies.
- Organizes transport and housing for out-of-town staff.

- Organizes Thursday prayer service at one or more of the home churches.
- Arranges Saturday dinner serenade, including use of Church bus.
- Arranges set up and clean up of Saturday Night Party (decorations and food).
- Arranges set up and clean up for Saturday night Agape Toast.
- Arranges flowers for Sunday wake-up.
- Prepares Communion Table for closing ceremony (and helps load and transport).
- Organizes Staff Wind-Down Gathering on Sunday evening.
- Coordinates Ultreyas, including publicity and recruiting Fourth Day for set-up and clean-up.

8. Newsletter / Publicity Coordinator

- Publishes a Pilgrimage publication on timing approved by the Council.
- Gathers articles from Council members and Fourth Day including Chair Person and Moderator for upcoming weekend.
- Edits articles submitted and writes articles as necessary.
- Prepares publicity for inclusion in member Church (s') and Presbytery publications.
- Arranges for Pilgrimage information on web sites of member congregations (communities).

9. Renewal Group Coordinator

The Renewal Group Coordinator:

- Orients and educates the Fourth Day community as to the benefits of Renewal Groups in encouraging perseverance and growth in living the Christian life.
- Prepares and maintains updated lists of renewal groups, including participants' names, and the place and dates of meetings, and advises Data Base Coordinator.
- Provides oversight for renewal groups, including instruction regarding the size and the format for Renewal Groups and provides Renewal Group cards.
- Sees to it that new Fourth Day members receive an invitation to join a group or that a new group is organized to include them.

10. Music Coordinator

- Coordinates the recruitment, encouragement and training of musicians.
- Maintains and updates as necessary the Pilgrimage Songbooks or slides.
- Recognizes that the license agreements and copyrights do not permit us to copy the words and music for use outside of Pilgrimage events.
- Coordinates equipment needed for weekends with the Head Music Cha.

11. Historian and Archivist

- Establishes and maintains a history of Chicagoland Pilgrimage/Cursillo.
- Maintains examples of each Chicagoland Pilgrimage/Cursillo cross.
- Maintains a history of Fourth Day involvement in other communities

12. Start up Coordinator

- Provides an interface between the Head Table Cha and Head Palanca Cha of one Weekend and those of the next Weekend.
- Assures inventory control between successive Pilgrimage Weekends.
- Audits past costs and recommends a budget to Council for each weekend.
- Serves as consultant to newly appointed Head Table Cha and Head Palanca Cha.
- Coordinates and supervises Workdays for Pilgrimage weekend preparations if Head Chas are not selected or unavailable.