

NLS - VIA DE CRISTO "WELLNESS CHECKLIST" FOR LOCAL SECRETARIATS

Date _____

1. General Information:

Name of local movement: _____ Location _____

Area your movement covers: _____

Name of governing body: _____ Secretariat

_____ Other (Specify): _____

Brief history of your movement:

What year did you get started? _____

What or Who brought VdC to your ? _____

What other VdC communities or other movements helped get started? _____

2. Organization:

Do you have a Constitution and Bylaws? Yes No

Are you incorporated? Yes No

Are the members of your Secretariat or other governing body elected appointed?

For specified terms? Yes No Length of term: _____

Is there a formal nomination and succession process? Yes No

Have any members of your Secretariat served for more than three years? Yes No

Do you currently have any Secretariat position(s) vacant or have you had trouble filling any positions recently? Yes No

Does your Region have a designated Region Representative? Yes No

Have you had difficulty getting people to attend the NLS Annual Meeting in the past? Yes No

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3. Spiritual Director:

How many pastors are currently in your community? _____

How many are actively involved in Via de Cristo? _____

Is it easy to fill the Spiritual Director position(s) on your Secretariat? Yes No

On your weekends? Yes No

Are the pastors regularly participating in a Reunion Group and Ultreyas? Yes No

Does your Secretariat and Community receive strong spiritual direction from your pastors? Yes No

4. Pre-Weekend:

Do you have formal guidelines or criteria for selecting weekend Participants? Yes No

Do you have formal Sponsor requirements or guidelines? Yes No

Do you hold your Sponsors accountable for those guidelines? Yes No

Do you have criteria for selecting:	Rectors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Spiritual Directors	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Other Team Members	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Are these guidelines communicated frequently to your Community? Yes No

Do you regularly allow exceptions to these guidelines? Yes No

Have you seen any relaxation of the various guidelines to fill your weekends or to form weekend teams?
 Yes No

5. The Three-Day Weekend:

What types of weekends to you host most often?

_____ Men's _____ Women's _____ Singles _____ Co-ed

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What is your ideal number of participants on each weekend? _____

What is the maximum number you can effectively handle? _____

What is your minimum cutoff to hold a weekend? _____

How many weekends do you usually hold each year? _____

When was the last weekend you held? _____

Has your Secretariat had to shorten any weekends from the traditional three days in order to attract participants? Yes No

Have you had to change the type of weekend you hold (e.g. separate to coed) to attract a sufficient number of participants? Yes No

Have you had any difficulty filling all team positions in the past 24 months? Yes No

Have you had to change your team structure in any way in order to complete the team(s)? Yes No

Have you canceled any weekends in the past 24 months? Yes No

If yes, for what reasons? _____

6. The 4th Day:

Approximately how many people have made a VdC weekend in the past five years? _____

What percentage of these people regularly participating in a Reunion Group? _____

What percentage is regularly attending Ultreyas? _____

Do you have a formal process for getting each weekend participant into a Reunion Group when they come off the weekend? Yes No

Do you maintain a master list of the reunion groups throughout your entire Community (who, when, where meeting)? Yes No

Do you have Via de Cristo Parish Representatives in each church? Yes No

In your Community, do you feel that too much emphasis or focus is placed on having weekends rather than on the 4th Day? Yes No

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In your estimation, has Reunion Group and/or Ultreya participation declined in the past 24 months?

Yes No

If yes, why? _____

Do you have regularly scheduled Ultreyas? Yes No

When? _____

Do you conduct Leadership Training regularly? Yes No

Do you require each team member to participate in Leadership Training before serving a weekend?
Yes No

Have you been lax on this guideline in order to build a complete team?

7. Finances:

Do you prepare a formal budget each year? Yes No

Do you charge team members to cover weekend expenses? Yes No

Have you had trouble paying any bills in the past 24 months? Yes No

Have you had to cancel any weekends or other activities due to lack of funds? Yes No

8. Planning and Goal Setting:

Does your Secretariat set long range plans or goals? Yes No

If yes, how is long range planning done? _____

How has your Secretariat contributed to the forming and sustaining of Reunion Groups and Ultreyas?

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What specific steps could you take to facilitate the further forming and sustaining of Reunion Groups and Ultreyas? _____

What has your Secretariat done to expand the number of active Pastors to support your community?

Please email this completed checklist to: sgielda@verizon.net

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