

ULTREYA GUIDE

A. Yearly Master Schedule

Responsible: Post Cursillo Chairperson

1. Create a Master Schedule for the incoming year and be available by October of the current year. It will include meeting dates and venues for:
 - Ultreya Responsible: Ultreya Coordinators
 - School of Leaders Responsible: SOL Chairperson
 - Team Rep Meetings Responsible: Lay Director
 - Other Post Cursillo activities
2. Master schedule for the incoming year should be distributed and discussed with team representatives by November during the team reps meeting. Soft copies should be sent to team reps that are not present at the meeting.
3. FCC Master Schedule and subsequent updates will be published at the [FCC Website](#)

B. Ultreya Documents

Responsible: Ultreya Coordinators

1. *Group Reunion Roles and Responsibilities at the Ultreya* (available at the [FCC Website](#)).
 - Send this document to all the teams that are responsible for the ultreya for the coming month.
2. *Witness Talk Guidelines* (available at the [FCC Website](#))
 - Send this document to the host team for the month. Remind the host team that a softcopy of the witness talk should be sent to the spiritual adviser a week before the ultreya if possible for summation purposes.
3. *Ultreya Sign Up sheet* document is used for attendance.
 - Send this to the Welcome team for the month with instructions to print and bring to the Ultreya.
4. *Ultreya Announcements Script*
 - This is the script that the ultreya coordinator will use during the announcement portion of the ultreya. Update document before printing.

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5. *Ultreya Program, Readings and Songs*

- To save trees, we are doing away with printing programs
- A template is created online that provides a uniform format that all teams can use. The Ultreya Coordinator will send the template to the Host Team for updates.
- Host Team will use the updated template during the Program.
- Ensure host team has a witness speaker, a Gospel reading and a gathering (entry) song.
- Exceptions to using this program are the Lenten Stations of the Cross, November Mass of Remembrance, 4th days and Christmas Ultreya/Party. Host teams for these occasions will create their own programs.

C. Ultreya Notifications

Responsible: Ultreya Coordinator

1. One month before Ultreya, send email notifications to all Team Reps attaching the appropriate documents (see above) with reminders to all Team assigned.
2. 2 weeks before Ultreya, follow up with Host and Refreshment teams assigned to ensure there are no problems.
3. 1 week before Ultreya, send email reminder to all Team Reps of the upcoming Ultreya, date, time and venue and team assignments. Follow up with another reminder 3 days before Ultreya.
4. Notify and confirm with spiritual adviser if coming. Confirm attendance of musicians.

D. Day of Ultreya

Responsible: Ultreya Coordinator

1. The Ultreya time is usually 6:00pm to 9:00 pm. Arrive at the venue at least 30 minutes before start and ensure setup is done.
2. Ensure welcome team has signup sheet (it is always a good idea to bring one yourself in case welcome team does not show up or are late)
3. Have a quick review of the program with the host team ultreya lead (emcee).
4. Start on time.
5. Provide a very short welcome address and introduce host team.
6. Give control to host team after welcome, however be ready to assist when needed.
7. Get back control of program during announcement portion. Follow announcement script (printed and updated by ultreya coordinator before

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hand). Be the moderator and ensure announcements do not become discussions. Provide acknowledgments to involved teams especially host and refreshment teams. Announce teams assigned for next month. Acknowledge birthdays.

8. End song – De Colores
9. Ensure that cleanup is done before leaving.