

ULTREYA GUIDE

I. A Group Reunion Team – Its Roles and Responsibilities

A. SETUP & WELCOME TEAM – **Observe Health & Safety protocols.**

1. Arrive at least 30 minutes at the Ultreya Center to set up tables and chairs. Sanitize as needed.
2. Know and follow the rules and regulations of the Parish hall regarding moving of furniture and equipment. Take a mental picture on how they were. They must be returned to the same place and position after Ultreya.
3. Obtain copy of attendance sheets from the Ultreya Coordinator. Make sure all required information and signatures are obtained.
4. Greet with a warm welcome our brothers, sisters and guests as they come in.
5. Usher them in and find seats for everyone. As much as possible, sit people with another group reunion team. Add more chairs and table if needed to accommodate late arrivals.
6. Submit completed attendance sheets to Ultreya Coordinator.

B. HOST TEAM

1. Choose a Lay Witness speaker from your team members. If no one from the assigned team is able to do the witnessing, the group may invite a speaker from another team.
2. Provide the chosen speaker with copy of the Lay Witness guidelines available at the FCC website and ensure compliance.
3. Remind the speaker to email a draft copy of the witness talk to the PCC chairperson two weeks before the Ultreya. The PCC chairperson is responsible for forwarding the witness talk to the Spiritual Advisor for doctrinal summation.
4. Assign one team member to respond to the witness talk. The affirmation or echo should be brief, within 2 or 3 minutes and it supports the message of the witness speaker. Other affirmations or echo will come from the community as the case may be. Refer to the Lay Witness Affirmation guidelines found in the FCC website. Email a copy of the lay response to the PCC chairperson one week before the Ultreya.
5. Provide the Ultreya Coordinator the information needed to update the Ultreya program like the lyrics for the opening song, who leads the prayer, and more. It must be emailed at least one week before the Ultreya.
6. Designate a member from the host team to emcee and lead the Ultreya. The emcee must review the Ultreya program with the Ultreya Coordinator to ensure a smooth sequential flow of event.

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7. The Post Cursillo Committee is always available to assist when needed.

C. REFRESHMENTS TEAM

1. Arrive early to set up refreshments and be ready to serve at least 30 minutes before the start of Ultreya.
2. Provide simple refreshments like light snacks or finger foods, drinks, dessert.
3. Provide paper plates, table napkins and utensils.
4. Confirm approximate number of attendees; coordinate with the Ultreya Coordinator to prevent shortage of food and supplies.
5. Clean refreshment tables, and kitchen if used.

D. CLEANUP TEAM

1. Return condition of the room to the state prior to use. Return tables and chairs to storage area or room.
2. Pick up any items from the floor. Sweep and mop the floor if needed. Clean tables and counters.
Drain all liquid from water bottles and soda cans before throwing them in the appropriate garbage containers. Label them with respective recycle items.

NOTE: Cancellation and/or Re-scheduling

In the event that a team cannot meet its assigned task, it is the responsibility of the Team Rep to switch with another team. The Team Rep must notify the Ultreya Coordinator of the change.

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II. ULTREYA COORDINATOR

Responsibilities:

A. One month before Ultreya:

1. **Notify the Team Reps of Group Reunion Teams (GRT) assigned for Setup, Welcome & Cleanup Refreshments Host**

with a sweet reminder to refer to GRT roles and responsibilities guidelines.

2. **Send the link to Lay Witness Talk Guidelines to the Host Team**

Ensure Host Team has chosen a lay witness speaker.

- a. Remind the Team Rep to email a draft copy of the witness talk to the PCC chairperson **two (2)** weeks before Ultreya and a copy of the Lay response **one week** before Ultreya.

Note: The PCC chairperson will be responsible to send the Witness talk and Lay responses to the Spiritual advisor for doctrinal summation.

3. **Update Ultreya Program**

We are doing away with printing Ultreya programs. A template is created to provide a uniform format which the Teams may also use*.

- a. Update the template with required information:
 - 1) Opening Song with lyrics
 - 2) Names of those who will lead the following:
 - a. Ultreya Opening Prayer
 - a. Prayer of the Cursillista
 - b. Prayer for Potential Candidates
 - c. Prayer for Eduardo Bonnin's Intercession and Beatification
 - 3) Lay Witness Speaker
 - 4) Lay Responder

**Exceptions to using this program are the Lenten Stations of the Cross, November Mass of Remembrance and Christmas Party. Host teams for these occasions will create their own programs following the Ultreya guidelines, where applicable. The PCC committee will be there to help if needed.*

B. Two (2) weeks before Ultreya:

1. Follow up with Host and Refreshment teams assigned. Make sure they are all set.
2. Confirm attendance of the assigned Spiritual Adviser and musicians.

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C. **Ultreya Email Notifications: to all GRT and Community**

1. **One month before Ultreya**

Email all Team Reps and Alternate Team Reps of the upcoming Ultreya, date, time, venue, and team assignments.

2. **Two weeks before Ultreya**

Email an invitation to the **FCC community** of the upcoming Ultreya date, time and venue.

3. **One week before Ultreya**

Email a reminder; then send a follow up email reminder **2 or 3 days** before Ultreya.

D. **Day of Ultreya (9:00AM – 12:00PM) – Observe Health & Safety Protocols**

1. Arrive at the venue at least 30 minutes before start and ensure all preps are done.
2. Provide the Welcome Team with Attendance sheets.
3. Have a quick review of the program with the host team emcee. Familiarize the emcee with the flow of the program.
4. Start on time.
5. Visit to the Blessed Sacrament if available.
6. Provide a short welcome address and introduce host team.
7. Give the floor to the host team after, however, be ready to assist when needed.
8. Take back control of program during announcement portion.
9. Call the Secretariat committee chairs to do their respective announcements.
10. PCC Chair to acknowledge Group Reunion Team host, refreshment, setup, welcome and cleanup teams.
11. Announce next month's Ultreya venue and assigned Teams.
12. Acknowledge birthday celebrants.
13. Prayers & Final blessing
 - End Song: De Colores
 - Ensure that cleanup is done before leaving.

Ultreya Attendance sheets

Collect completed Attendance sheets from the Welcome Team and forward to the Database Admin or to the PCC Chair.