

Ultreya Schedule and Guidelines for the Moderator

The Peace of Jesus be with you!

This outline and guide is an aid to help plan and moderate an Ultreya. In addition to the suggested format and time schedule, there are brief remarks offered to help you better run a smooth and spirit-filled gathering.

Materials needed include:

- Refreshments for fellowship (water, cookies, vegetable tray, etc.)
- A speaker's cross
- Sign-up sheets for attendees (optional)
- A MOP bucket
- Name tags and sharpies
- 'Why Cursillo?' tri-fold hand-outs
- Joliet Cursillo Applications

Schedule for the Ultreya (one hour and 15 minutes)

- 6:15pm Mass ends, gathering time & hospitality
- 6:30pm Group Reunion (moderator)
 - Divide attendees into groups of 3-4 Cursillistas
 - Use Ultreya group reunion form: Piety/Close Moment, Study and Action. (Hand out sharing form, if available.)
 - Give attendees 2 minutes warning before end of group reunion portion.
- 6:50pm Lay Witness Talk
 - Moderator provides brief introduction of the Lay Witness speaker
 - Start the gathered in singing **Arise**.
 - Invite the Lay responder to the podium at conclusion of witness talk
- 7:10pm Lay Response

- Invite the Clergy member to the podium at conclusion of Lay Response
- 7:15pm Clergy Response
- 7:20pm Announcements (moderator)
 - Remind attendees of dates for men's and women's upcoming weekends
 - next School of Leaders meeting
 - Ultreya Grande date – ask for volunteers
 - any other workshops or events scheduled
 - any changes to next month's Ultreya time or place
 - announce next month's witness speaker (if known)
 - Ask if anyone is searching for a small group reunion
- 7:25pm Closing Prayers (Ask Clergy present to lead)
 - [Note: A Visit to Blessed Sacrament is urged if Mass did not precede the Ultreya.]
- 7:30-7:45pm Hospitality and Fellowship

Notes on Mass

- In all Ultreyas in the Joliet Diocese, Mass is celebrated before (or in the case of St. Francis in the middle of) the Ultreya begins. Strictly speaking, the Mass is not part of the Ultreya, so the Cursillista's time commitment to the attending the Ultreya is the above hour and fifteen minutes plus the time of the Mass which can vary from 30 to 60 minutes.

Preparing for the Ultreya. Some tips and advice.

- Recruit your Lay Witness speaker EARLY!
- Recruit your responding clergy member EARLY! A Priest or Deacon can assume this role. Don't assume a clergy member will just show up.
- Urge the Lay Witness speaker to **write out their talk** and share with the clergy member who will be responding. (Have them email it to you so you can relay to the Clergy member.) Quite often, the clergy responder may not know the Lay Witness

speaker very well. This also shows respect for the clergy person's time commitment to the Ultreya.

- The main purpose of the Clergy response is to relate the Lay witness speaker's talk to scripture. (At the very least, be sure to advise the Clergy member at least a week in advance of the scripture reference the Lay witness Speaker will use.)
- Delegate the refreshments procurement.
- Forward the link to ***Lay Witness Speaker Guidelines for Ultreya*** to the Lay Witness Speaker. This is now available on Fourth Day tab of the website.
- When you approach the potential Witness Speaker, they may ask for some idea of how to prepare the talk on the spot. In that case be prepared to summarize the guidelines for the Lay Witness Speaker:
 - The talk should not exceed 20 minutes. (15 is best!)
 - The talk should not be instructional.
 - The talk is a simple sharing of the speaker's own piety, study and action with a witness or examples of their action following their weekend.
 - A willingness to share and sincerity are necessary attributes of the Lay Witness speaker.
 - What have you done to further the Kingdom of God in one of your environments?
 - The talk should be uplifting and encourage all who hear it to continue to bring the Gospel message to all of their own environments.
 - Explain that their preparation also includes that they should ask a close Cursillista friend to be the Lay Responder.

If questions remain, please contact the current Fourth Day Chair. Contact detail is available on the webpage.

Ultreya!