

## POST CURSILLO JOB DESCRIPTION

1. Coordinate and be active with the Secretariat and the School of Leaders.
  - a. Needs to work in a democratic community as part of a team.
  - b. Needs to be willing to adhere to the direction of the decisions of the Secretariat and School of Leaders, the local Bishop, or the National Cursillo Leadership.
2. Coordinate Events:
  - a. Coordinate and promote Diocesan Ultreyas, should have a minimal of two (2) Diocesan Ultreyas per calendar year.
  - b. Coordinate the Annual Stations of the Cross, Soup Supper Event.
  - c. Coordinate Advent and Lenten Reflections.
  - d. Coordinate the Annual Diocesan Picnic.
  - e. Communicate Events to the Community at Large.
3. Coordinate the Community at Large in service to the outside community.
4. Coordinate Ultreya visits.
  - a. Establish a list of participants, dates, and the Ultreyas to be visited.
  - b. Insure that the Ultreya format, time, witness speaker and confidentiality guide lines are being followed.
5. Establish and maintain a list of “Pastors/Deacons/Religious” in the Diocese.
  - a. Develop an active list of “Priests/Deacons/Religious” who can be asked to be Spiritual Directors.
  - b. Encourage the “Priests/Deacons/Religious” in the local Ultreyas.
  - c. Reach out to other “Priests/Deacons/Religious” to become involed in Cursillo.
6. Establishment and maintenance of Area Ultreyas.
  - a. When establishing a new Ultreya, the Post Cursillo Committee will need to meet with the local Cursillistas to explain the function and format of an Ultreya. Establish a day and time for that Ultreya to meet.

- b. Make sure that all new Ultreyas have support from the Secretariat and School of leaders for a minimum of six Ultreyas.
  - c. Establish the Leadership of the new Ultreya.
  - d. Encourage all Ultreya Leadership to be involved with Post-Cursillo Event Planning.
7. Insure that new Cursillistas are welcome in the local Ultreyas:
- a. That the community supports and encourages their involvement.
  - b. Communication and involvement of their sponsors continues for at least one year through follow up letter from sponsors.
  - c. Follow up to all sponsor three months after by post Cursillo thanking, encouraging and inviting them to consider sponsoring and/or co-sponsoring with their “Babe” chick.
  - d. Insure follow up by table leaders for six months.
  - e. Get names and contact information to the closest Ultreya for follow up.