

ULTREYA PLANNING DOCUMENTS

PREPARED BY

THE CURSILLO COMMUNITY OF THE AUSTIN CONVOCATION

DIOCESE OF TEXAS

2001

Updated November 11, 2007

(Materials drawn extensively from the National Episcopal Cursillo Library)

**PRE-ULTREYA PLANNING**, p. 1 of 2

I. The Ultreya will begin at **6:00 p.m.** on \_\_\_\_\_ .

II. The parish contact will appoint the Ultreya rector and work with that person to obtain the white Ultreya box from the previous month's Ultreya host congregation.

III. The rector will select persons to assist -- specifically:

A. Lay Witness Speaker - \_\_\_\_\_

This person should be given a copy of *Guidelines: Ultreya Lay Witness Speaker* (pp.7-8 of this document) and should provide the spiritual advisor with information about the lay witness talk so that the scriptural response will be timely and appropriate.

The Lay Witness Speaker will choose two lay responders to respond to the talk at the Ultreya. They should be given advance information about the lay witness talk and a copy of *Guidelines: Ultreya Lay Witness Responders* (p.9 of this document).

Lay Witness Responders - \_\_\_\_\_

B. Spiritual Advisor - \_\_\_\_\_

This person should be the host congregation's priest, if possible. If that person is unavailable, another clergy person or someone involved in the spiritual leadership of the Church should be selected. This person should be given a copy of *Guidelines: Ultreya Spiritual Advisor* (p.5 of this document).

C. Music Director - \_\_\_\_\_

This person should be given a copy of *Guidelines: Ultreya Music Director* (p.6 of this document) and is responsible for selecting the songs for the Ultreya.

D. Refreshments Coordinator - \_\_\_\_\_

E. Baby-sitters \_\_\_\_\_

If a Steering Committee meeting is to be held prior to the Ultreya, the baby-sitters should begin at 5:00 p.m.; otherwise, they should begin at 5:45 p.m. Host parish is encouraged to assume financial responsibility for baby-sitters. If this is not possible, payment will be made by check to babysitters.

F. Set-Up/Clean-Up Teams - \_\_\_\_\_

One team to set up chairs and another to put them away and clean up.

IV. You should have at least one planning meeting at least two months prior to the Ultreya.

V. Advertise your Ultreya by:

A. Sending announcements at least two weeks prior to the Ultreya to all churches and/or parish contacts on your *Austin Convocation Parish Representatives* list; a current list can be obtained from the Convocation Contact.

**PRE-ULTREYA PLANNING**, p.2 of 2

- B. Ensuring that the Ultreya is on the host congregation's calendar and announcing the Ultreya during church services. Remember: the Ultreya is open to anyone who would like to come; they need not have made a Cursillo weekend.

**One final note: The success of your Ultreya will show by your advanced planning and prayer. Ask your Cursillo community to pray for the Ultreya to be blessed by the loving presence of the Holy Spirit.**

**ULTREYA OUTLINE**, p. 1 of 2

DATE: \_\_\_\_\_

**TIME: 6:00 p.m.**

**OPENING**

SONG: \_\_\_\_\_ BOOK/PAGE: \_\_\_\_\_

SONG: \_\_\_\_\_ BOOK/PAGE: \_\_\_\_\_

RECTOR(A): MAY THE LORD BE WITH YOU.

CURSILLISTAS: AND ALSO WITH YOU.

RECTOR(A): LET US PRAY... (offer prayer followed by a brief welcome) WE WILL NOW GO AROUND THE ROOM AND INTRODUCE OURSELVES. PLEASE TELL YOUR NAME, HOME PARISH, AND CURSILLO ATTENDED. (During Introductions, have someone count those in attendance and divide by three. This will be the number we will count to for breaking up into reunion groups.)

**FLOATING GROUP REUNION**

RECTOR(A): WE WILL NOW COUNT OFF TO \_\_\_\_ TO FORM OUR FLOATING REUNION GROUPS.

CURSILLISTAS: Count off.

RECTOR(A): YOU WILL HAVE 25 MINUTES TO GROUP. I WILL GIVE YOU WARNINGS AT 5 MINUTES AND 1 MINUTE. \_\_\_\_\_ IS OUR SPIRITUAL ADVISOR TONIGHT AND WILL BE AVAILABLE TO YOU DURING THE GROUP TIME. IF ANYONE HAS AN ANNOUNCEMENT TO MAKE, PLEASE BRING IT TO ME BEFORE YOU GO TO YOUR GROUP; I WILL BE MAKING ALL ANNOUNCEMENTS. RISE AND JOIN ME IN THE INVOCATION OF THE HOLY SPIRIT:

“COME, HOLY SPIRIT, FILL THE HEARTS OF YOUR FAITHFUL AND KINDLE IN US THE FIRE OF YOUR LOVE. SEND FORTH YOUR SPIRIT AND WE SHALL BE CREATED AND YOU SHALL RENEW THE FACE OF THE EARTH. O GOD, WHO BY THE LIGHT OF THE HOLY SPIRIT, DID INSTRUCT THE HEARTS OF THE FAITHFUL, GRANT THAT BY THE SAME HOLY SPIRIT WE MAY BE TRULY WISE AND EVER ENJOY HIS CONSOLATIONS: THROUGH CHRIST OUR LORD. AMEN.”

CURSILLISTAS: Go to groups.

**ULTREYA OUTLINE**, p.2 of 2

RECTOR(A): Keep track of time; signal when there are 5 minutes and 1 minute remaining.  
Bring musicians back when there are 3 minutes remaining.

SONG: \_\_\_\_\_ BOOK/PAGE: \_\_\_\_\_

**LAY WITNESS TALK/RESPONSE**

RECTOR(A): OUR LAY WITNESS SPEAKER IS \_\_\_\_\_  
(You may give a brief introduction.)

LAY WITNESS SPEAKER: Gives Lay Witness talk.

RECTOR(A): LET'S TAKE A FEW MOMENTS TO REFLECT ON WHAT WE HAVE JUST  
HEARD. (Wait about 1 minute and then nod to the Lay Witness Responders to  
begin speaking.)

CURSILLISTAS: Respond as the Holy Spirit leads them.

RECTOR(A): OUR SPIRITUAL ADVISOR, \_\_\_\_\_, WILL NOW SUM UP  
AND TIE TOGETHER SCRIPTURALLY WHAT WE HAVE HEARD.

SPIRITUAL ADVISOR: Gives spiritual reflection.

**CLOSING**

RECTOR(A): WE WILL NOW PASS THE BASKET. THE DONATIONS YOU MAKE  
WILL GO TO SUPPORT THE DIOCESAN CURSILLO EFFORT, AND  
CURSILLO WEEKENDS LED BY TEAMS FROM THE AUSTIN  
CONVOCATION (emphasize this last point within 6 months prior to a weekend  
led by an Austin team) AND THE KAIROS COMMUNITY.

(Make announcements, including:

Date of next Cursillo: \_\_\_\_\_

Date/Place of next Ultreya: \_\_\_\_\_)

LET US RISE AND JOIN HANDS IN OUR PRAYER CIRCLE. I WILL  
BEGIN, YOU MAY ADD YOUR OWN PRAYERS, AND OUR SPIRITUAL  
ADVISOR WILL CLOSE. LET US PRAY ....

SPIRITUAL ADVISOR: (at close of prayers) MAY THE PEACE OF THE LORD BE  
ALWAYS WITH YOU.

*This is the end of the Ultreya.*

**GUIDELINES:**

**ULTREYA SPIRITUAL ADVISOR**

Thank you for agreeing to be the spiritual advisor for the upcoming Ultreya.

Your primary responsibilities for the Ultreya are:

1. To provide a Gospel or scriptural reflection on the lay witness talk. Please do not prepare a formal written talk in advance. The lay witness speaker will be asked to give you information about the theme of the lay witness talk, as well as any Scripture to be used in advance so you may be thinking of related scriptural passages. Your response should be simple, brief (no longer than 3 to 5 minutes), and informal. The idea is to help those in attendance see how the scriptures relate to everyday life. This is the important teaching phase of the Ultreya and is the means by which the Cursillistas grow spiritually in their attempt to interpret the Scriptures in relationship to their daily living.
2. To be available for spiritual direction for anyone who chooses during the Floating Group Reunion time at the beginning of the Ultreya.
3. To lead the closing prayers for the Ultreya or give a benediction.
4. To close the Ultreya with the words "MAY THE PEACE OF THE LORD BE ALWAYS WITH YOU."

Thank you for your willingness to serve God in this way.

The lay witness speaker for the Ultreya is:

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**GUIDELINES:**

**ULTREYA MUSIC DIRECTOR**

Thank you for agreeing to be the music director for the upcoming Ultreya.

Your primary responsibility for the Ultreya is:

To select the songs to be sung at the Ultreya, using a blend of familiar Cursillo music, such as that from the Cursillo song book, and new music from other sources, while obeying all applicable copyright laws. Please consult with the lay witness speaker and Ultreya rector regarding their music preferences.

Thank you for your willingness to serve God in this way.

The lay witness speaker for the Ultreya is:

\_\_\_\_\_

The rector for the Ultreya is:

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

## GUIDELINES:

### ULTREYA LAY WITNESS SPEAKER, p. 1 of 2

Thank you for agreeing to be the lay witness speaker for the upcoming Ultreya.

Your primary responsibilities for the Ultreya are:

1. Preparing and giving a talk that is no longer than 10 minutes in length which is:
  - A. About *Jesus Christ* - the talk should relate how you live with Christ and how you are trying to bring others to know Him. The aim of the witness talk is not to tell people what they should do, but rather how you love Jesus and how in loving Him you try to bring all those He loves closer to Him in the ordinary circumstances of your life. Do palanca. Pray all the way. Jesus reminds us, "Without me you can do nothing."
  - B. About a recent *living experience* - tell how, through prayer, study, and action, you are trying to bring others with you to Jesus in the normal flow of your own life. Make just one or two points and build your talk around them. The experience should have been within the six weeks prior to the talk. Speak clearly, slowly, and informally, as if talking with friends -- because you are!!
  - C. *Concrete and practical* - make your talk vivid by describing who, how, where, why, and when, as you tell of carrying out action, which you planned, to bring one of your environments closer to Christ. Tell what happened as a result, whether it seemed like a success or failure. In only ten minutes you cannot say too much. It is better to make only one point and to make it well and to tell about one experience and tell it clearly than to add more detail or examples. Don't over prepare; the simpler the better. Be concrete in your conclusions.
2. Questions you may ask yourself to improve your talk:
  - A. Does this talk show that Christ is in my life?
  - B. Will it show how much I want to follow Him?
  - C. Does Jesus Himself hold the most important place in the talk?
  - D. Will this experience I am sharing stimulate people to think of things they might plan to do to transform their home, work, parish, recreation or other environments for Christ?
3. Your talk should not be:
  - A. Sensational - a big, flashy production number
  - B. A sermon or instruction in Christianity, or a Bible teaching
  - C. Too emotional - others' emotions will be affected by a simple, sincere talk about Christian action. The focus is on Jesus Christ in your life.

**ULTREYA LAY WITNESS SPEAKER, p. 2 of 2**

4. Involving others:
- A. Select two lay witness responders who will be prepared to respond to your talk upon completion. It is best if these speakers are from different professions and life situations than you so that they can show that they share in their own experience the same principles of living with Christ and of being witnesses for Him in their different environments. Give the theme, or a copy, of your talk, along with *Guidelines: Ultreya Lay Witness Responders* (p.9 of this document), to the lay witness responders to help in their preparation. Try to do this a few days in advance of the Ultreya.
  - B. Give the theme, or a copy, of your talk to the Ultreya spiritual advisor to help in his/her preparation. Try to do this a few days in advance of the Ultreya, together with any scriptural references you might plan to incorporate.

Thank you for your willingness to serve God in this way.

The spiritual advisor (selected by the rector) for the Ultreya is:

\_\_\_\_\_

The lay witness responders (selected by you) are:

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

**GUIDELINES:**

**ULTREYA LAY WITNESS RESPONDERS**

Thank you for agreeing to be one of the lay witness responders for the upcoming Ultreya.

Your primary responsibility for the Ultreya is:

To respond, in 1-2 minutes, to the talk given by the Lay Witness Speaker. Your response should be spontaneous and related to the theme of the talk. The Lay Witness Speaker should provide you with the theme of the talk or a copy of the talk a few days in advance of the Ultreya to help in your preparation.

The response is not a critique. There are two types of lay witness responses:

1. Affirmation - indicates that the responder hears the speaker describing a particular Christian principle or method. The responder recognizes this principle to be effective in apostolic action, or has known it to be effective for others, or it might be something to try in another environment. All lay witness talks can be affirmed.
2. Confirmation - the responder indicates that s/he has used the same principle or method of apostolic action and experience indicates that it works. You, obviously, cannot offer a confirming response unless you have had an experience similar to that described by the lay witness speaker.

Thank you for your willingness to serve God in this way.

The spiritual advisor for the Ultreya is:

\_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_