

Post-Weekend Coordinator Duties
Belinda Wierschem

Post-Weekend Coordinator is essential for the Fourth Day experience. This person coordinates and encourages Utreyas, Mini-Ultreyas, Reunion Groups and any Fourth Day Activities. In order to do this the following is recommended;

1. Coordinate with Secretariat and the current Rector/Rectora the date and location for the Ultreya. The date should be approximately 3-4 weeks after the weekend.
2. Secure a church (location) that hosts a SC Via de Cristo community. The space must accommodate 50 – 60 people.
3. Coordinate with a local reunion group to host the Ultreya.
4. Work with the Host Reunion Group to plan the agenda for the Ultreya. The Ultreya must begin and end on time. Work with the Host Reunion Group to select a Spiritual Director. If the host's church pastor has completed a weekend, he/she may be asked to serve as the Spiritual Director.
5. Work with the Host Reunion Group to obtain music Chas for the Ultreya.
6. Work with the Spiritual Director and Host Reunion Group to make a bulletin for the worship service.
7. The hosting reunion group will be responsible for:
 - a. Arranging the church sanctuary for worship.
 - b. Plan food.
 - c. Furnish coffee (regular & decaf), tea (sweet & unsweet), and water.
 - d. Furnish plates, cups, napkins and utensils, etc.
 - e. Provide bread and wine for communion.
8. The Post Weekend Coordinator should stay in contact with the Host Reunion Group to make sure the Ultreya is planned and coordinated successfully.
9. Promote the Ultreya with flyers at the weekend, on the website, and SC Via de Cristo Facebook page.
10. Post Weekend Coordinator should ensure songbooks are available.
11. Post Weekend Coordinator should choose someone to read the Meaning and purpose of Ultreya.
12. Be available for questions regarding forming reunion groups.
13. Represent Secretariat at mini Ultreyas held throughout the state as available.

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