

**OTTAWA ANGLICAN CURSILLO MOVEMENT SECRETARIAT
JOB DESCRIPTION: FOURTH DAY (POST-CURSILLO) COORDNATOR**

FUNCTION

The Post-Cursillo, or Fourth Day coordinator, is responsible to the Secretariat for promoting and assisting all members of the Movement in Group Reunion and Ultreya, ensuring that parish level contact is established and maintained, and that promotional forms and materials are current and available. He/she officiates at Grand Ultreyas, but may delegate this function where appropriate. This is a two-year elected position.

GENERAL

- Upholds the aims and purposes of Cursillo and the authentic three-day weekend.
- Uses the Christian approach in searching for solutions and presenting recommendations for change or improvement.
- Supports and encourages the efforts of all Cursillistas who serve the movement by any means.

RESPONSIBILITIES AND DUTIES

1. Attends all Secretariat meetings and annual meetings with the Bishop.
2. Provides reports to Secretariat and the AGM when required.
3. Establishes and maintains contact with all parishes in the Diocese where Cursillistas worship and carry out their 4th Day, through a system of Parish and/or Deanery representatives.
4. Establishes and maintains a list of regional Ultreyas and ensures that current information on regional Ultreyas is posted on the Web Site and current issues of the *Rainbow*
5. Coordinates the leadership, venue, timing, hosting, and other details of Central Ultreyas. The Central Ultreya is a city-wide (Ottawa) Ultreya held at a central location. There are 2 Central Ultreyas per year.
6. Ensures that promotional materials, pamphlets, etc, are current, and available at the parish level, at the Synod Office, and at Synod. The 4th Day Coordinator is responsible for ensuring that a Cursillo booth is opened and staffed at such Diocesan wide events as synod.
7. Organizes and leads Grand Ultreyas, Send Offs, and Welcome Back Ultreyas. There are usually two (Outdoor) Grand Ultreyas each year, one each in July and August at Andrew Hayden Park, Ottawa). This includes arranging for music, a celebrant, wilderness talk, lay and clergy responses to witness talks, commissioning, etc.
8. Venue, timings and other details of all events should be posted in *Crosstalk*, the *Rainbow*, and on the Web Site.
9. Performs other duties as required.
10. Screening Procedures
Follows the requirements of the OACM Screening Procedures.

TIME COMMITMENT

Activity	Number of Hours	Frequency	Total Hours
Attend all monthly Secretariat Meetings	3	10 meetings	30
Communicate with OACM and Secretariat on relevant changes to Parish Reps	1	10 months	10
Attends meetings with the Bishop	1	1 meeting	1
Attend Annual General Meeting	2	1 meeting	2
Correspondence and follow up with parish reps	3	10 months	30
Attend Synod/ Staff booth	0.5	6 occurrences	3
Arrange for and attend meeting with Deanery reps	3	Twice yearly – 10 deaneries	30
Planning for Central Ultreyas	1	2 Occurrences	2
Planning for Send-Offs/Welcome Back Ultreyas	3	4 Occurrences	12
Find celebrants and witness talk speakers for all Grand Ultreyas	2	2 occurrences	4
Arranges for Music at all Cursillo functions in collaboration with Secretariat Musica	2	12 occurrences	24
Attend Send-offs /Welcome Back Ultreyas	3	4 occurrences	12
Attend Manyanita	1	2 occurrences	2
Attend Closings	3	2 occurrences	6
Attend Ultreyas	2	10 occurrences	20
Average hours per month:		16	
Total hours per year:		188	
Note: Travel time to attend meetings and functions are not considered in the above			

OTHER ACTIVITIES			
Activity	Number of Hours	Frequency	Total Hours
Attend regional Ultreyas	1.5	12 occurrences	18
Attend DoDU	8	1 occurrence	8