The Maryland Episcopal Cursillo

THE SERVANT COMMUNITY

FOURTH DAY COORDINATOR

1. **Provides support to the Servant Community.**
   - Attends all assigned Servant Community meetings.
   - Attends regularly scheduled meetings of the Secretariat when possible.

2. **Promotes the extension of Ultreya and Small Group Reunions.**
   - Assists and provides sponsors with resources to aid in getting new Cursillistas involved in the wider Fellowship.
   - Takes steps to encourage Cursillistas who are not participating in Fourth Day activities to attend Ultreyas and join Small Group Reunions.

3. **Coordinates 4th Day Workshops.**
   - Schedules 4th Day workshops after each Three-Day weekend.
   - Locates the site for each workshop. Locations shall rotate among the various areas/regions of the Diocese.
   - Works with the Area representative of the region in organizing the workshop.
   - Calls a workshop leader and, when requested, assists that leader with team formation. Mentors the leader in all aspects of presenting the 4th Day Workshop.
   - Works with the Music Coordinator and workshop leader to find and coordinate musicians for the workshop.
   - Works with the Communications Coordinator to ensures the information about the Workshop is communicated to the wider Fellowship through various means, including:
     - Publication in *The Abrazo*,
     - Announcements at Ultreyas,
     - Posting to the Cursillo Website,
     - Inclusion in the Weekend Candidates' Fourth Day Packets.
   - Keeps accurate records of 4th Day Workshop attendees.
   - Works with the Communications Coordinator to ensure inclusion in the data base (including copies of all Team Applications).

4. **Maintains Communication.**
   - Attends quarterly meetings of the Servant Community.
   - Communicates needs and information to the Secretariat through the Servant Community Director and to the wider Fellowship through the Communications Coordinator.

5. **Participates.**
   - Attends Fourth Day Activities, the Annual Diocesan Ultreya, Las Mananitas and Clausura, Ultreyas, and other special Cursillo functions when possible.
   - Supports the MEC with their time, talent and treasure when possible.