

## ULTREYA DUTY LIST

Task/Roll	Special Notes, Resources Required etc	Suggested person	Person Responsible for contacting	Completed, Confirmed
MC/Leader for the day				
Welcomer, rainbow box,	Take note of parishes Apologies, Name tags			
Group reunion organiser Approx 5 per group	8 for 40 12 for 60 15 for 75			
Kitchen x 2 (+)				
Scribe/ Reporter				
Hall Set-up x 2 (+)				
Musician	Choose songs			
Communion service				
Palanca table ?				
Bell / time keeper				
Speaker	theme of talk, <u>reading</u> and <b>witness song</b> to musician and responder – * <u>SA</u> of choice			
Bible Reading				
*Speaker's SA to respond				
Advertising				
<b>Resources</b>	Communion vessels etc Communion service sheets Floating group reunion cards Song books Banners Speaker's cross Rainbow box Music books x 4 for musician Bell	Parish S/N/NW Community S/N/NW Community S/N/NW Community S/N/NW Community S/N/NW Community S/N/NW Community S/N/NW Community S/N/NW Community		
Opening up				
Closing tasks				