

## Job Descriptions

SET-UP PEOPLE: Friday evening, Bible alter, bless rooms, team wedding pictures, decorations, tables, chairs, prayer stations,

TEAM COORDINATORS: overall responsibility; Empower team; report to Pastor.

REGISTRARS, registration of guests as they arrive, collect fees.

MC & CEREMONIES FACILITATING COUPLE: Master of Ceremonies, introduce each topic, patron, teacher, keep day on track, oversee processions before talks, mark Bibles, choose acolytes and readers, light candles,

HOSPITALITY COUPLE: Make guests welcome and comfortable, offer refreshments, interact with couples

SPEAKERS / TEACHERS / PRESENTERS: prepare and present assigned teachings, keep to objectives, stay reasonably within given time frame,

HOLY WIDOWS COORDINATOR: Choose prayer team of widows, pray during each teaching, invoke patrons, pray for team and guests by name, may give brief witness. (marriage has a beginning, middle, and end.)

PRAYER PARTNERS: prayer warriors from team join Holy Widows during assigned times while another couple is teaching.

PRAYER PARTNERS COORDINATOR: Remind assigned prayer partners before and after assigned talks. Call Holy Widows at lunch and breaks.

WHISTLE-MAN, BELL-RINGER: Call everyone back after breaks.

TECHNICIAN: Video and audio recordings of talks . Photographer of days events.

TALK TIMER: Time all talks and give results to Team Coordinator.

LUNCH COUNT & FOOD COORDINATOR: arrange for breakfast, snacks and refreshments, and give cook the lunch count.

LOVE SONG PROVIDER: Play appropriate recorded love songs on arrival and during breaks, etc.

HOLY ENVIRONMENT ENGINEER: put up wedding pictures of team members, and photos of previous Pre-Marriage days. Plan and do bulletin boards and room decorations.

MASS INTERCESSIONS WRITER: Write one or two intercessions to be added to intercessions at Mass.

SONG & BLESSINGS FACILITATOR: lead theme song and blessings of speakers before each teaching. Lead sung meal prayer at noon. Have any necessary song sheets available.

MIXER, WARM-UP & ACTIVITIES COORDINATOR: find interactive games, skits, activities, stories, humor, etc. to help guests relax and feel at home.

SKIT FACILITATOR: use skit in file. Choose readers from guests or team.

WITNESSES AND RESOURCE PEOPLE: These are ,”experts,” chosen by, and are the responsibility of, unit teachers if they want them as part of their talk. They need not be present all day.

SPECIAL WITNESS: These have a place on the agenda and are the responsibility of the whole team or team coordinator.

ENDING TIME OPTIONS PERSON: time-fill segment, sum-up day, questions, open discussion, comments, story etc.

EVALUATIONS FACILITATOR: provide and administer evaluation sheets near the end of day. These are reviewed by team at a later time and kept in a permanent file.

CERTIFICATES FACILITATOR: prepare and present certificates of completion, signed and laminated at end of day.

SOLEMN CLOSING LEADER: A prayerful ceremony with guests and team before going to Mass.

CONGRATULATIONS LINE COORDINATOR: Team lines up to congratulate guest couples on their way out to Holy Mass.

HOLY MASS: Process in from basement with celebrant. Reserved pews. Recognition &/or blessing or solemn engagement.

FOLLOW-UP CHAIRPERSON: find ways to keep in contact with guest couples.

COOK: get necessary kitchen help, buy food, serve noon lunch, clean up kitchen.

TEAM OUTING FACILITATOR: Make reservations at a restaurant.

CLEAN UP HELPERS: get building back to normal after day.