

1. Be responsible to pastor for Marriage preparation
2. Be in charge of publicity, bulletin and other announcements, etc.
3. Prepare and mail letter / poster to neighboring parishes well ahead of time
4. Select a date for Spring and Fall workshop 4-5 months ahead of time and get it onto parish calendar.
5. Make or up-date schedule for the day.
6. Get re-commitments from team members.
7. Notify Holy Widows and others to pray during all talks.
8. Recruit new team members as necessary.
9. Familiarize and train new team members as necessary.
10. Assign teachings and other duties.
11. Hear and critique talks of new members.
12. Call and lead team meetings.
13. Download files as needed. [www.sheepgate.com](http://www.sheepgate.com)
14. Receive and record phone inquiries and Pre-registrations.
15. Be responsible for registration fees.
16. Prepare copies of registration and evaluation sheets.
17. Supervise use of copy machine. (0304)
18. Assign someone to order refreshments, donuts, etc.
19. Assign someone to prepare meals.
20. Prepare folders of handouts, etc.
21. Prepare certificates of attendance.
22. Prepare name tags
23. Make sure we have all the needed supplies and handouts etc.
24. Supervise set-up the night before.
25. Have keys to building and to office.
26. Unlock doors early A.M. and lock up at noon, at Mass and at end of day.
27. Supervise clean up at end of the day.
28. Preserve materials and records from year to year.
29. Be responsible for the success of the day.