

Duties of Pre-Marriage Team Coordinator

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. Make or up-date schedule for the day.
5. Get commitments from team members.
6. Notify Holy Widows and others to pray during all talks.
7. Recruit new team members as necessary.
8. Familiarize and train new team members as necessary.
9. Assign teachings and other duties.
10. Hear and critique talks of new members.
11. Call and lead team meetings.
12. Receive and record phone inquiries and Pre-registrations.
13. Be responsible for registration fees.
14. Prepare copies of registration and evaluation sheets.
15. Assign someone to order refreshments, donuts, etc.
16. Assign someone to prepare meals.
17. Prepare certificates of attendance.
18. Make sure we have all the needed supplies and handouts etc.
19. Supervise set-up the night before.
20. Supervise clean up at end of the day.
21. Be responsible for the success of the day.