

SL Engaged Admin Pack

How to use this pack

1. **Couple Record** + Envelope.

This is an official form that needs to be filed by the MRC office for EVERY COUPLE. It is part of the requirements for maintaining our Tax Deductibility status and professional practice. You can post the form to your coordinator, or log the information online* (preferred).

- a. **Checklist.** Helps you keep track of your admin responsibilities and is the attendance record. Send the originals to your coordinator and keep a copy if you desire.
- b. **Priest Contact.** This is important for our accountability and ongoing promotion of the course. We want to build strong relationships with the priests referring couples to us.
- c. **Address after wedding.** Use this space to record to which address future correspondence should be sent.
- d. **Notes.** These are not your personal notes (make these on a separate paper). Any notes that you record should be factually stated. A good rule is to only write what you would be happy for the engaged couple to read. Eg – “Couple did not attend session 6 as XXX was sick. An alternative date could not be arranged”.

***Please note: you can submit this form online via the Mentor Resources page.**

<http://marriageresourcecentre.org/marriage-educators/mentor-resources/>

Password: mission2love

2. **Feedback Survey** x2

Give these to your engaged couple in the **second last session** for homework. They can complete them at the end of the last session. Do not let the couple leave without finishing the surveys and make sure you read the feedback before posting to your coordinator.

3. **Priest Materials** + Envelope

- a. **Certificate of Completion:** fill in the details and cross out any sessions not attended.
- b. **Feedback:** Get the couple to **together** add some comments for their feedback to the priest.
- c. Enclose all in an envelope and post to the priest.
- d. If there is a local priest supervising them but they are marrying overseas, you may need to make a copy of the materials for both priests.

4. **Congratulations Cards** x 3 + Envelopes.

- a. **Graduation.** Complete their details; make sure they have your contact details should they wish to contact you in the future. Include brochures (SL Engaged (for their friends), SL General).
- b. **Wedding.** Write a short message in the card and have it ready to post the week of the wedding. You might like to make a copy of the prayer you wrote for their marriage. Include brochures (SL Marriage, SL General, Intentional Couples Booklet).
- c. **First Anniversary.** Send your greetings on their first anniversary (you'll need to diarise this!). Include brochures (SL Marriage, SL Mentors).