SmartLoving Marriage

Seminar Host Couple

# Role Description

The Seminar Host Couple is like a conference convenor. They are the coordinator and manager of the promotion and practical logistics of the seminar. Their responsibilities include:

1. Liaising with local parish, booking and managing the venue
2. Developing and managing a promotion strategy for the seminar in the local area (parish, school and personal network) utilising existing SL couples and other suitable networks
3. Taking bookings and enquiries
4. Coordinating the catering for the seminar
5. Organising the prayer support for the couples
6. Liaising with the Presenting Team/Facilitator and attending team meetings (either face-to-face or teleconference)

The Seminar Host Couple does not have to do all of these tasks – most of them can be delegated. For example:

* Enquiries and bookings can be delegated to one couple or the MRC Office can take if the Host couple is not in a position to phone calls during business hours.
* Another couple or person make take on the Catering.
* The Prayer can be delegated to another team member.
* All available couples should be asked to participate in the promotion of the seminar which is the most important task in ensuring its success.

# Master Seminar Planning Time Line

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| **Time** | **Team Tasks** | **MRC Office Tasks** |
| 6 months pre seminarSeminar Host Couple | * If your parish priest hasn’t been introduced to SL, get the Parish Info Kit (from MRC) and make an appointment to discuss the seminar with him.
* Get a date, and book the venue, usually local parish primary school. If this is not suitable (see the Venue Notes), consider parish meeting rooms, or Catholic High school. SL cannot afford to pay commercial venue hire rates, but for large seminars (more than 15 couples) some funds are usually available for venue hire (up to $150). See venue notes for how to evaluate a venue
* Get the Seminar Host info from the website [www.marriageRC.org/team](http://www.marriageRC.org/team)
* If there are other SL couples in your area, arrange to have a planning session.
 | MRC OfficeEnsure team has the following resources (post or download from web):* + Parish Information Kit for parish priest (post)
	+ Contact list of local SL couples (email)
	+ Registration Kit (web)
	+ Promotion Kit (web)
	+ Hospitality Kit (web)
	+ Prayer Kit (web)
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| 3 months pre seminarRegistration Coord | * Make sure that MRC Office has your phone number on promo material and website
* Familiarise yourself with entering registrations over the web
* Each week, update MRC office if necessary
* Make note of billeting or child-minding as required
 | Materials required* + Registration Kit
		- Notes on taking enquiries
		- Registration forms (to transfer registration online)
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| 3 months pre seminarPromotion Coord | * Meet with other MRC couples in your area to plan the promotion campaign.
* Schedule pulpit talks with your parish and any other nearby parishes for 4-8 weeks before the seminar
 | Materials required* + Promotion Kit
		- 200+ brochures
		- 10 Posters
		- Pulpit Talk Outline
		- Banner (if available)
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| 3 months pre seminarPrayer Coord | * Meet with the MRC couples in your area and agree on a specific prayer commitment. Eg: attending a regular weekday Mass together, saying the Angelus or Rosary daily for the seminar, fasting on Fridays etc.
* Get a regular prayer for the seminar included in the parish intentions at Sunday Masses
 | Materials Required* + Prayer Kit
	+ Prayer campaign
	+ Background
	+ Sign up sheet
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| **Time** | **Team Tasks** | **MRC Office Tasks** |
| 10 weeksPromotionCoord | * Contact local parishes (~10) and schools (~10) with advertising material (bulletin ads, posters, brochures and cover letter provided by MRC)
* Put up posters and brochures in the Church
* Make sure the parish office has bulletin ads
* If available, set up the SLM 2m banner in the Church foyer
 | * Email Host Parish, Bishop and up to 150 parishes in the diocese/city
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| 4-8 weeksPromotionCoord | * Do pulpit talks and any other promotional activities (eg write letters to friends, speak to school P&F etc)
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| 4 weeksPromotionCoord | * Contact local parishes and schools with more bulletin ads. Check that the ads are getting in. Use email if possible (available from MRC Office)
 | * + Email second bulletin ad to parishes and schools in diocese
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| 2-4 weeks pre seminarCatering Coord | * Plan your menu. Take into account the kitchen facilities available at the venue. For example, quiche requires sufficient oven space, and soup requires bowls
* Sign up SL couples or parishioners to help cook and/or host a meal. The catering plan is arranged around having helpers for the 3 main meals – Sat lunch, Sat dinner, Sun lunch. Morning and afternoon teas can be managed by the presenting team. Sign up sheets are available to assist with this.
* Organise crockery, cutlery, glasses and serving dishes. MRC can sometimes help with supplies. Alternatively borrow from elsewhere or purchase disposable items (NB, before hiring items, check with MRC about purchasing for use in future seminars)
 | Materials Required* + Hospitality Kit
* Suggested Menu
* Meal Schedule
* Sign Up sheets for cooking and helpers
* Shopping list
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| 2-4 weeks pre seminarPrayer Coord | * Start collating a list of SL couples and parishioners who will be able to be a prayer sponsor. Keep team members on reserve for late bookings
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| 2 weeksPromo Coord | * Follow up on enquiries
 | MRC office* + Send Presenting Materials (Couple packs etc)
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| 1 weekPrayer Coord | * Confirm final numbers with MRC and/or Booking Couple
* Make sure you have a prayer letter for each couple by Sat morning
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| 1 weekCatering Coord | * Confirm final numbers with MRC/booking couple
* Catering Couple plans for the shopping
* Make sure all hospitality helpers know when and where they need to be throughout the seminar
 | **MRC Office*** + Send over any supplies required (eg picnic bags)
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