## **Email # 1 from Marriage-Prep Coordinator**

(First email after they have met with Father or Deacon - this can also be done over the phone)

Everything in yellow must be customized for your parish

Hi (names of engaged couple)!

Congratulations on your engagement! Father/Deacon (name?) notified me of his initial meeting with both of you. You should have received details at that meeting about the marriage-prep process here at our parish. I understand that you are hoping to get married on January 1, 2018. Here are the next steps to get you moving along on your exciting journey.

1. **Prepare Enrich will send you an email invitation** **to take the Prepare-Enrich Questionnaire** online.

If you do not see an email from Prepare-Enrich, please check your Spam or contact me. (Use this step only if you are assigning an online questionnaire)

1. **Find a mentor using the following guidelines:**

Married at least 5 years; Attends our parish; Has a marriage you both admire; Active in our church.

This should be a couple who inspires you, challenges you and that you both feel comfortable working with. If you have questions, please let me know!

1. **Contact me to set up a meeting date with me, you, your fiance, and your mentor couple:**

At this meeting, we will review your completed Questionnaire without your mentors present. This will take about 30 minutes. Your mentor couple will then arrive and we will take about 60 minutes to review the materials and the coaching process.

We will also discuss all of the wonderful things in store for you, to include a Fertility Awareness Class and an engaged couples retreat. Please plan for the entire meeting to take you about 90 minutes, 60 minutes for the mentor couple..

We live …. The best times for us are “give some best nights of the week for you and times or give specific dates that you are available”. We will give you directions once we set a date for our first meeting.

***Remember that you are responsible for coordinating the meeting time and location with them***. Remember that you will arrive 30 minutes prior to your mentor couple. If they have questions about their role prior to the meeting, please have them call us at (your phone number).

Blessings,

“Name(s) of Marriage Prep Coordinator Couple”

**Email #2 from MPC with Scavenger Hunt**

(Scavenger Hunt Email to be sent after Meeting with Mentor and Engaged Couple - Please customize for your use then save it and edit for each couple)

Hi (engaged couple names and mentor couple names),

It was great to meet with you! What an exciting and fruitful time is in store for you as you work and pray together through your marriage prep journey! It is important that you read this entire email.

**(Engaged couple:**

* Print and retain a copy of the attached Scavenger Hunt List. Initial and mark the date each item is complete.
* Half way through, by (put a date that you expect to hear back from them by - normally this is 2-4 months from the first meeting. You will want to follow up with them on that date if you have not heard from them ), please update me as to where you are in the Scavenger Hunt. At the halfway point the Engaged couple could simply “Reply All” to this email and type "Complete" or "in progress" for each item.
* One month before your wedding, you will both come back for a short informal meeting with me to wrap things up. You will need to turn in the signed Scavenger Hunt List (attached to this email). This is the most important piece of paperwork for you to turn in. Remember that some of these things are things you will do together and some are things just for the engaged couple. **Make sure to read each Scavenger Hunt item.**
* **Important: Confirm to me that you received this email and reply within 3 days.**

**Online portion of your preparation:** To watch the videos that complement your workbooks, mentors will need to use the following access codes to set up an account for free and watch the videos that go with your workbooks.

**Mentor Couples use this link:** [**https://witnesstolove.org/mentors/start/**](https://witnesstolove.org/mentors/start/) **this code: ?????**

Please note that each code is really a coupon code and can only be used one time. Once you log in and create your account, you will return to your classroom by going to our homepage. Click “My Courses” or use this [direct link.](https://witnesstolove.org/my-courses/) You can bookmark this link on your computer or add it to your home screen on your phone.

After chapters 4 & 6, both couples will take a survey and you will want to insert my email address (INSERT Marriage Prep Coordinator’s address here) as the marriage prep coordinator when prompted during registration. The engaged couple will have to choose one email address to share with their mentors so that their mentors can email the survey to them. The mentors will have to choose one email address as well (hint: choose whoever uses their email more and make sure it is an email you check often).

**Here is the detailed list I made for you to complete with web links. (The attached Scavenger Hunt is the same list but in less detail)**

**Scavenger Hunt List**

* **Engaged Couple**: Meet ideally once a month with your mentors. Go over all the discussion questions I gave to your Mentors.
* **Mentor Couple:** At the end of each meeting make sure that the engaged couple goes home with all the worksheets already discussed or any homework assigned. Make sure to shred the discussion questions when you finish with them. (Edit this if you are not using the Prepare Worksheets)
* **Go to Mass at least once a month** (twice a month if you can)(edit depending on parish requirements) with your mentors. **Make sure to introduce yourselves to Father after mass** and let him know you are there together as part of Marriage Prep. At the Theology Discussion Night, he’ll know that you are all together.
* **Go on one double date - mentors and engaged couple -** this is more about fun together than about chatting. Outdoor date preferred. Gentlemen may plan this double date, but keep in mind the preferences of the ladies. *This should happen well before the Theology Discussion Night and sometime in the next month*.
* **Meet after the (put the date of the next retreat here) Theology of Marriage Retreat and share with each other and Father/Deacon about the new things you learned. This should be within a week or two of the retreat.**

Ask Fr./Deacon questions about anything you like - especially with regards to the retreat material. Engaged couple should have at least 5 comments and 5 questions written down about the material.

Make sure to put this meeting on Father's/Deacon’s calendar well before the actual date.

Here is the link for registration: **(INSERT LINK HERE)**

**These retreats fill up well before the date so make sure to register ASAP.**

* **Register and Complete a Natural Family Planning (NFP) Class and give Father your certificate of completion -** You may take a live class or an online class. The live class list is on the diocesan website: (INSERT LINK HERE) and the online class is here:<https://witnesstolove.org/engaged-couples/nfponline/>If you have questions about NFP please let me know. The online NFP Class takes 2 months (three classes at your own speed) and the live classes take 3-4 months (one meeting a month).
* **Meet at least once a month for a total of six meetings with your sponsor couple before your wedding. For the next six months after your wedding meet casually every two months or more if you like.**

Your first meeting should be within the next month. Your last meeting should be a month before your wedding.

I will meet with you all again one month before the wedding.

Please contact me to set a date closer to your wedding.

* **Go on at least one date a week with your fiance.**

You must text a pic of your date (or some other proof) to your sponsor couple as a reminder to them that they should be praying for you and as evidence that you are doing your homework. Take turns planning the date and keep in mind what the other likes and not so much what you like. Mentors are encouraged to go on a weekly date as well if they are not already doing so :0)

* **Suggested, not required-**Find out your Love Language and discuss with your mentors. The link is [here](https://s3.amazonaws.com/moody-profiles/uploads/profile/attachment/5/CHP_5LoveLanguagesCouples_Quiz_Rev3-26.pdf)
* **Find a couple who has been *happily* married 50+ years.** Ask them to share their "secret" with you - share the secret with your sponsor couple and me.
* **Make a holy hour -** this is a time of prayer dedicated to praying for your marriages. It can be at a church or chapel. It doesn't have to be all at one time but does have to be together with your mentors. It can simply be staying late after church to pray a few times so that it adds up to one hour.

**Engaged Couple, As you complete these items make sure to type COMPLETE after them and send to me and your mentors. Print off the attached Scavenger Hunt and note dates on it so that you have it when you come to meet with me again a month before your wedding.**

This may look like a long list but every item on this list is a very small amount of time that results in a huge investment in having a life-long happy marriage. Your marriage is worth it!

I will keep you all in my prayers!

**Please let us know if you have any questions at all!**

**Blessings,**

Marriage Prep Coordinator’s Name(s)