



## **Witness to Love Parish Rollout Checklist:**

All information listed below may be accessed online at:  
<https://witnesslove.org/parishes-clergy/parish-rollout-guide/>

- Identify Your Team:** Potential people to invite are: Clergy, parish staff who have contact with engaged couples (e.g., secretary, wedding coordinator), volunteers, traditional mentor couples, marriage counselors, evangelists and couples you would consider as “showcase” mentor couples should an engaged couple not know anyone to ask.
  
- Order Materials:** [English](#) and [Spanish](#). Remember to check your email right after ordering to make sure your access codes for your couples did not go to your spam.
  
- Rollout Team Planning Meeting:** Gather together all who need to be part of the rollout team. This includes anyone who has contact with the engaged couples or their mentors. You may want to use the Prezi presentation under step 3 of the [Parish Rollout Guide](#).
  
- Get the Word Out:** Choose a Sunday to officially kick-off WTL in your parish. Make this announcement your own. Ultimately you are inviting the entire parish to be involved in the marriage prep process. Marriage Prep becomes a uniting community effort. [Sample Pulpit/Bulletin Announcement](#) (Word Document) or [Sample Pulpit Announcement](#) (PDF)
  
- Customize and/or Print Witness to Love Forms:** [Parish Letter for Engaged Couple](#), [WTL Clergy Notes](#), [Witness to Love Intake Sheet](#), [Witness to Love Cheat Sheet](#), [Witness to Love MPC Sample Emails](#), [Scavenger Hunt List English](#), [Spanish Scavenger Hunt](#)
  
- Begin Meeting With Couples:** Expect the first meeting to take 60-70 minutes. Add 60 minutes to that if you will be covering the Prepare/FOCCUS/Fully Engaged with the engaged couple prior to the mentors arriving. Make sure to email the parish specific app invitation link and their Scavenger Hunt after you meet with them. \*You may want to view [The First Meeting With the Marriage Prep Coordinator](#) video found in the Bonus Content section of the certification training via the *Witness to Love* app prior to your first meeting with couples. Make sure to log in using the app invitation link you were given at the training.
  
- Survey and Follow Up with Couples After the Wedding:** Make sure to utilize the information collected in the Welcome to Parish Life Survey (automatically sent from our website to the parish WTL Marriage Prep Coordinator’s email address when both couples have completed their 6 meetings). Couples should be invited to small groups within the parish as soon as possible. If a marriage prep retreat is held at the parish the small group leaders in the parish should be introduced at the retreat.