

Schedule of Hosting Deaneries

2009

October 23-25 - Monmouth

2010

February 5-7 – Warren/Hunterdon – North

April 30-May2 – Somerset/Hunterdon –
South

July 23-25 – Middlesex – North

October 23-25 – Middlesex - South

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Things to Avoid

Do not hang out talking in the conference room. This is the time for the couples to settle in and to begin to meet the presenting couples and priest.

Do not allow children to be rowdy. If they can help, great! Otherwise, they can hang out in the Admin Team Couples room and help make the “take home” envelopes so that they are not a distraction to the couples making the weekend.

Thank you again for volunteering your gifts of time, talent and support to the dream of changing the world by helping host the Marriage Encounter Weekend

Hints and Tips for Hosting the Weekend

Hosting the weekend is an important part of the Marriage Encounter experience. Your work helps the Weekend run smoothly and



helps the attending couples, priests, and religious to relax and “get into” the Weekend.

Thank you for supporting the dream of changing the world by volunteering to help host the Marriage Encounter Weekend.

The Purpose of Hosting

The weekend is presented by three team couples and a priest. Another team couple called the **Buddy Couple** assists them. The Buddy Couple is responsible for all the administrative nuts and bolts that make the weekend run.

At least 3 or 4 hosting couples are needed to assist the Buddy Couple to start the weekend. By doing this, the presenting teams and the priest can celebrate Mass, eat dinner, mingle, and greet the couples making the weekend without having to worry about getting the attending couples transitioned into the weekend

What to do on Friday Night.

1. Try to arrive by 6pm but no later than 7pm.
2. Let the Buddy Couple know that you have arrived and ask what tasks they need your help completing.
3. If the Buddy Couple is not in the meeting room, they should be in the Admin (senior presenting team) team couples room.
4. Setting up the meeting room entails
 - Putting up banners
 - Arranging the chairs
 - Putting workbooks and a pen on each chair
 - Putting sufficient copies of the questionnaire survey forms on the head table for the teams to hand out just before the weekend starts
 - Putting out box with emergency supplies and toiletries
 - Putting a list of the couples room numbers on the blackboard/chart
 - Assist the Buddy Couple in the Admin team couples room by
 - putting the “take home” packets together, organizing prayer letters, writing prayer slips for the couples making the weekend, and making place cards.
5. One or two couples will be needed to staff the registration table. One of the couples should be experienced with this process.
 - They will hand out the room assignments
 - Make name tags for everyone
 - Have the attending couples check the registration information for accuracy.
 - Put room numbers on the weekend registration list so each team knows where the couples are staying
6. Offer to help the couples with their luggage.
7. Invite the couples to come to the conference room after they are settled but no later than 7:45pm
8. After all the couples arrive clean up any loose ends, breakdown the registration area and return any remaining items to the admin team couples room before departing.

Say a Bon Voyage Prayer

Do not forget to be in the gathering area for the pre-Weekend prayer after the couples have arrived and before the Weekend starts. This is an important send off for the teams and priest to start the weekend process.

What to do on Sunday Afternoon

Hey, you worked hard on Friday night, **Do Not forget to come Sunday and enjoy the glow of the couples coming off the Weekend!**

Arrive at 3:30 pm to be ready to greet the couples as they come off the weekend. Cheer loudly as their names are announced as the couples come out of Mass; make it truly a “**Clap out**”. This is a great way to welcome the couples into the ME community. This is a great “family” opportunity, be sure to bring everyone.

Breakdown the Weekend

All that set up from Friday requires some clean up on Sunday!