**Lutheran Marriage Encounter Presenting Couple Responsibilities**

January 2018

**Purpose of this Document**

In creating this list of Presenting Couple responsibilities, the purpose is to try to pull together the various parts of the whole to make an MEE successful. In recognition that different Areas hold different traditions, the developers of this document have tried to be as inclusive as possible with the expectation that each Area will discern what aspects work best for them. Recognition is also paid to the fact that not everyone organizes the same way.

The success belongs to you. May God bless you in your work for Lutheran Marriage Encounter.

Abbreviations: MEE (Marriage Encounter Experience)

 PCC (Presenting Couple Coordinators)

 DPCC (District Present Couple Coordinators)

 NARPCC (North American Region Presenting Couple Coordinators)

What to bring to the MEE:

* Bible or copy of the Bible on your electronic device (CPO uses NRSV Bible)
* Copy of the Pre-MEE Participants List
* Your Presentations!
* Any suggestions for songs you would like to sing prior to the start of Presentations; suggestions for music/video clips to play before Presentations (however your Area handles gathering the couples back into readiness)
* Calendars to continue discussion of follow up Activities/Commitments
* Forms (or in Admin Box)

Typically, when does this MEE begin? It begins as soon as an Area sets a date and location for the Experience; and it begins with PRAYER. And then we invite couples to participate in the Experience and we keep praying. As an LME Area, our enthusiasm, prayers, encouragement of couples to participate and attention to the details all work together to create a successful Experience. We strive to thrive as we reach out to share God’s love to married couples everywhere.

**Prayer**

We need to pray for a successful MEE. As we contact those who are involved (Pre-LME Experience) – the Participants, the ME Community, the churches who support the Experience, the Presenters and others, we need to love them by keeping them in our prayers.

**General Directions**

The PCC would ideally assign the Presenting Team for the MEE at least 4 weeks prior to the date of the event. The latest Assignment form can be downloaded from ilme.org and should include the address of the facility. Note whom is to receive this form. If this is to be a Lutheran sponsored event, the Presenting Couples must be a Lutheran Clergy (except in an emergency-i.e. illness of the clergy and another faith expression would fill in so as to not cancel the MEE) and another Lutheran Couple who would perform the Admin duties (adopted by NAR 8/2014). Exceptions would be authorized by District Board and District Execs. The norm for the MEE will be four (4) Presenting Couples presenting with Holy Communion on Friday night for Team, and if your area offers it as part of the MEE, Holy Communion for the Encountered Couples on Sunday afternoon. Each Area would decide whether (or not) to have Holy Communion as part of the Service at the end of the MEE. A service of “Forgiveness and Healing” may also be utilized for some ME Experiences. Our goal is to strengthen a couples’ relationship with each other, with God and to strengthen the (Lutheran) Church. This does not require Communion, but those Areas that desire to offer Holy Communion as part of the MEE can do so. The suggested criteria for the number of Presenting Couples at an MEE are as follows: 10 or more couples registered, 4 Presenting Couples; 5-9 couples registered, 3 Presenting Couples; less than 5 couples registered (consider postponing the Experience). Once the decision is made on the number of Presenters, decide who is presenting which presentations. The APCC should then fill out the “Scheduling Sheet” and make copies available to the Presenting Couples. Also, please send a copy of the scheduling sheet to the DPPC and NARPCC.

And so, the MEE begins:

* Prior to the Start of the MEE, the Admin will be in contact with the other Presenting Couples for purposes of:
	+ Introductions and welcoming Presenters to the Team as necessary. This would be encouraged for out of Area Presenters and CPO Experiences where Presenters of other faith expressions are participating.
	+ Contact may be made by email, virtual meeting software or phone depending on the situation.
	+ Remind all Presenting Couples that you will have Presenting Couple meetings on Friday and Saturday nights (assuming the MEE takes place on a weekend) after the last presentation each day, usually in the Admin’s room. They are to bring Pre-MEE lists, questions or concerns, and (per local customs) snacks and beverages, etc.
* Prior to the MME, the Admin will contact the other Presenters to divide up the list of couples for writing introductory letters welcoming them to the MEE. Relay to them the details they need to know prior to coming on their MEE.
* If your Area wishes to send short bios and photos of the Presenters, gather them now and decide how to distribute them. Some areas are sending out very short and simple Schedules of the MEE presentation, meal times and Saturday break. This can be sent with the bios, or kept by the Admin, making them available upon request. Include a statement regarding the schedule as part of the Intro Presentation. Opinions regarding giving the Participants the schedule can be shared now. The Presenting Team should come to consensus on whether the schedule will be distributed, or not. A sample MEE Schedule is available on the Website under Forms.
* Discuss with the other Presenters whether to include the Saturday afternoon break. If you decide to take it out, decide whether to have the Risk presentation before Dinner and adjust the time schedule accordingly. Let the facility know to adjust the Dinner hour if necessary.
* Typically, the Clergy Couple function as the timekeepers at MEE. The Admin and Clergy Couple should have a discussion prior to the Experience to decide who is going to function as timekeeper for this Experience. It may be nice to give Clergy a break from this responsibility, so they can truly have a “timeless experience” just like Participants. This may take a little coaxing, but our Clergy deserve to be able to focus on their relationship too!
* Ahead of time, know the answers to these questions (especially important for visiting Admin), and then work them into the Business Meetings with your fellow Presenters as needed:
* Who will serve as the Emergency Couple for this Event?
* Does this Area expect Communion to be included on Sunday?
* Is this a shared faith Experience?
* What is the Area’s preference or plans for Renewal/Reunion?
* What Community Events are already on the calendar?
* What will be included in the Take Home Packet?
* Will you have a copy of the Contract on hand?
* Is there a tradition regarding snacks?
* If there are Anniversary Couples in attendance, is there a tradition for honoring them?
* What form will the Workbook take? (To help, decide if all the Presenters are to bring their old workbooks with just a few new insert pages, or receive a fresh book.)
* Decide on distribution of Notebooks if this is your Area practice
* What is the specific inviting activity done by the local Community
* What is the financial amount to be quoted by 3rd set?
* What are the local traditions for Meal Graces?
* Who will create the “Nuts and Bolts” sheet? (If some Presenters are from out of town, rely on local Presenters to supply the details; but make sure it is done).
* Are there room telephones at this facility so the usual call-backs can be made?
* What are the facility’s expectations for check-out?
* What are the local expectations for the Wrap Up and Reception? Are any membership cards or certificates of completion handed out? Candles? Sing-Off? Introduction of Presenters?
* If this is a non-residential Experience, what questions need to be asked?
* If this is a shared Experience with another faith expression, discussions will need to take place and decisions made about handling contributions and reporting statistics.
* Prior to the start of the Experience, the Admin will check that all expected handouts are on hand and that the donation envelopes hold the correct information. Check the set-up of the Conference Room to ensure that the following items are in place: Presenting table, supply table, PowerPoint, beverage table (coffee, if available in your Area and water), chairs and tables (where available) for Participants (count them), Workbooks and pens (not notebooks) and items unique to your Area (songbooks, tissue boxes, candle on presenting table, etc.).
* Check with Community to see if help is needed for Greeters, Registration, etc. in your Area and whether Presenters need to arrive early to fill in.
* Remind the other Presenters to bring their Lists with the Participant Couples information with them to the event, and to the pre-experience dinner hour.
* Decide when the Team will meet on Friday (prior to the MEE if on a weekend) for purposes of getting the Event started. Many Areas meet for dinner prior to the start of the Event. Some Areas meet in a restaurant for dinner while other Areas bring sandwiches and eat in the Admin’s room. Keep the focus during the dinner hour on each other, the events going on in your lives, and getting to know one another. If you are new to one another, share personality styles, and maybe some obstacles you had to overcome to get to this point for the MEE. This is a time of Team bonding and a time to begin to experience this Event.
* Business items for discussion:
	1. Remind the other Team Members that the couples they contacted prior to the start of the MEE are the couples they will be contacting throughout and following the Experience; or divide the list in some other way. Make sure you have the Participants’ room numbers and Presenting Couples room numbers on your lists.
	2. Decide on wake-up procedure for the MEE; are we going to call people to wake them up and then again after 45 minutes, or tell them to be in the Conference Room at 7:45 a.m. for Devotions followed by breakfast?
	3. Decide on the calling procedure throughout the Experience; are we going to call them on the phone, knock on doors, etc.
	4. Decide on how to handle late arrivals.
* Discuss the idea of inviting Participants to submit prayer needs at the end of the Friday night (1st Day) presentations so Presenters can slightly amend their presentation. At the end of the Feelings Presentation, as the 3rd Set couple closes the mechanics of the evening and before the Clergy ends the evening with the Worship Statement, prayer, and gives the Dialogue question, we suggest in Section X111 A. 4 (Any Other Relevant Announcements) a statement be made offering couples the opportunity to let us know of their prayer needs. We know as an MEE progresses we become aware of some Couples that appear to be in need of our prayers, but we also know we are not aware of all needs. We suggest the following wording in the Presentation:

*“We have shared with you that the Presenters will be having a meeting tonight after we close our time together and that our meeting time includes prayer. You will see us gather in prayer at other times during this Experience. We invite you to write down your prayer concerns on a piece of paper and your prayer concerns will be included in the Presenters’ prayer time. Maybe you wrote a distraction earlier tonight that is keeping you from fully focusing on your spouse; or something is not quite right in your relationship. Place your prayer request in the covered box that will be kept on the supply table. (point out/show the Prayer Box). You can do this anytime throughout this MEE. We will periodically check the box for your prayer requests. All prayer requests are confidential. It is up to you if you want to sign your name to your prayer request, or be anonymous. We will place extra paper on the supply table near the Prayer Box.”*

* Discuss with Clergy how they want to handle the Pre-Event Communion for Presenting Couples. If this Event begins on Friday night, Communion generally begins 30 to 60 minutes prior to the first MEE presentation and often takes place in the Admin’s room. Emphasis should be on Team building, healing (if needed), and unity; both for each couple individually and within the Presenting Team.
* After Communion, gather quickly with the Community to thank them for their part in getting the MEE started. Find out if any couples have not yet checked in and decide how to handle any late check-ins. Close your time with the Community with introductions of all the Presenters and with Prayer.
* At about 15 minutes prior to the first presentation be in the Conference Room to mingle with the Couples. Mix individually or as a couple. This is a time to welcome them and help put them at ease.
* If your Area shows the Gary Chapman “Welcome” video, start that at about 5 minutes before the start of the first presentation.

**Providing the Best Possible Marriage Encounter Experience**

First Team Meeting – Day One, or (on a typical weekend Experience) Friday Night

Note: Try to accomplish all points as quickly as possible. Some Presenters may be tired and need more sleep than others. While we include a couple of possible sharing questions here after we begin with prayer, make sure the answers given are contributing to the Team’s growth and bonding, rather than adding to sleep deprivation.

* We start with prayer, thanking God for making this time together possible, asking His blessing as this time together unfolds; that hearts and minds may be open and that the joy of discovery may lead to deeper understanding and commitment.
* ***Suggested Sharing Question Options: What am I looking forward to for us as a couple during our time here together? How am I feeling God’s presence in my life right now?***
* Decide on wake-up procedure for Sunday morning; this is needed for the “Impact of Dialogue” presentation.
* Decide on Event Responsibilities (typically):
1. The First Set Couple is generally responsible for Conference Room needs (e.g. making sure the beverage and supply table is cared for, coffee is supplied but not percolating during Presentations, ice water is available and maintaining the arrangement of the Conference room.
2. Second Set Couple keeps in contact with the kitchen regarding meals, special dietary needs, determines Couple seating arrangements, and sets out table questions and table grace booklets. During the Intro talk, let the Couples know special arrangements for late check-out at the end of the Experience have been made (if applicable).
3. Third Set Couple handles the logistics of the Experience, including any problems, Participant Couples who decide to leave early, requests for things not on the supply table, etc.
4. Clergy Couple attends to the spiritual needs, taking responsibility for morning devotions and the Worship Service at the end of the MEE.
* Ask Clergy how they want to handle morning devotions; do they need help from any other Presenters? Are they leading the Saturday morning breakfast prayer?
* Discuss if there are any Couples who should not sit together at meals (same church, relatives, friends, etc.). Is there anything that could distract that Couple from staying focused on each other and their relationship during this Experience?
* Consider the possibility of having Couples sit together by geographic area throughout the MEE. Have the Presenters rotate from table to table instead of the Couples, so these Couples get to know one another. This could also be a way of starting Community groups.
* Discuss Table Graces and Presenting Couple Prayer after meals.
* If there is a separate Workbook and Notebook used, decide on distribution of Notebooks. If your Area uses separate Notebooks, decide when distribution will take place during Today’s World and wait for signal from Presenters before distribution. Some Areas pass them out at the end of the Presentation.
* If your Area uses the “Today’s World Presentation Handout” (how to start a love letter), decide when to distribute during this presentation.
* PowerPoint: Decide who will run the PowerPoint for each Presentation. MEE songs are embedded in the PowerPoint if you are using the PPT version 2013 or later. Otherwise an Area must have the actual songs located in the same folder on the computer they are using as the actual PPT document or play them on a CD/Player. Also, a reminder to those operating the PowerPoint, if difficulties should occur during the Presentations, please leave a “blank” or “black-out” the screen (usually there is a button on the projector or you can blank it using the blank screen function screen on the computer’s keyboard; it varies by computer) while correcting the difficulty. If problems occur, please do not continue to scroll through the slides while projected on the screen.
* Decide how to handle return of the husbands after “Encounter with Self.” Usually the wives go the room to get them. This gives everyone a stretch break.
* Meal Questions: Decide if they will be used. They are not part of the CPO Outline. Specifically, consider whether to use them (or not) Saturday morning. Couples have had little exposure to the Experience at this point and we told them the night before they will not have to share in a group setting. Consider instead Saturday breakfast as a chance to get acquainted. Use your discretion as you gauge your group of Participants. Another thought would be to use a file folder over the questions and use them as necessary. Let meal time be a time of relaxation as well as a time of discovery.
* The Admin Couple will be sure that the following have been distributed: Meal Questions, Meal Place Cards, Table Grace booklet and Post-Encounter Contact Preference Sheet (place at each Participant Couple’s place at lunch on Sunday along with a few pens) go to the 2nd Set Couple. The Post-Encounter Contact Preference Sheet enables the Couples, who are now officially Encountered, the ability to state their preference on how they want to be contacted for any Post MEE events. This is a privacy/legal issue. The Admin need the Extended Dialogue Handout, the Donation Envelopes for the Living Our Covenant presentation, and the Finance Sheet.
* The Admin will check the Admin box to make sure there is a Community Contact Couple’s phone number available for any additional copies of supplies that may be needed.
* Decide who is coordinating the Prayer Letters and Sharing Letters distribution. It is typically the Admin Couple.
* If your area has special touches they do throughout the ME Experience, such as Prayer Vigil hearts or posting the ILME Prayer Vigil scroll, decide who will be responsible.
* Songs, background music or video clips before Presentations: If a Couple or two are delayed getting back to the Conference Room, the group seems to be having difficulty getting back on task, or is sleepy, sometimes singing or a video clip is a great way to get everyone engaged in what is going on around them. Most songs are 1-2 minutes. (If your Area elects to sing and you are not a singer, be supportive of those whoare. Singing can set the tone for someone’s experience. Remember, God just said to “*make a joyful noise.”)*
* Begin Presenting Couple Selection Process:

Read I Corinthians 12:4-7 as a prelude. Discuss what Paul is saying about gifts that God gives the Church and everyone. As we hand this time together over to God, so we also hand the selection process over to God for His Guidance. Criteria for being a Presenter include: 1) being active in a Christian Church; 2) Ideally married for 5 or more years for a lay couple or 2 or more years for a clergy couple; and 3) receiving Communion if it is offered at the MEE.

* Q&A Session during Impact of Dialogue Presentation: Decide who is going to take the lead on answering questions. Remember this is a 10-minute session. Some Areas use a Question Jar where Participants can write their questions related to the MEE. If this is your Area’s tradition, be sure to check frequently for questions, and be prepared to discard or reword questions.
* Plan Q&A Session for after Impact of Dialogue Presentation. Decide Presenting Couple preference for arranging the Conference Room chairs into a circle for this session or having 1-2 Presenting Couples sit at the Presenters’ table. Decide if all Presenters need to be available at this session. Remind the participants that once their questions are answered they may return to their dialogue if they choose rather than stay for the whole question and answer session. This session should last no longer than 30 minutes. Remind other Presenters the focus of the session is on understanding the MEE concepts and not on marriage counseling. Also, we do not each need to answer a question; only one of us. If questions are of a spiritual nature, the Clergy can answer them in the group setting or privately if the Participants choose. If a participating couple wishes to speak privately with a Presenting Couple, keep the session brief. Be helpful but remind them we are not professional counselors.
* Presenting Couple Dialogue before Presenting Couple Meetings: It is suggested that Admin try to give other Presenters at least 10 minutes of verbal dialogue time before calling the Team together for the Presenting Couple meetings. It is important that Presenting Couples share their dialogues and work on their relationships throughout the MEE along with the Participants during what is also their prime time.
* If a Participating Couple asks to meet privately with Clergy or one of the Presenting Couples outside of presentation time, please make sure the Admin is aware of the situation. It is best to meet with the Couple in their room, so you can leave and return to your room, otherwise they may stay too long in your room.
* Remember we have encouraged the Participants to make this event about them and their relationship. We need to keep our personalities and personal preferences out of the Experience. This includes NOT telling them in general what time it is, how much time there is for writing and dialogue, how many more presentations there are, etc. *An agenda can be offered to those who are distracted by not having a time schedule.*

Second Team Meeting-Day Two or (on a typical Weekend Experience) Saturday Night

Again, begin with Prayer, thanking God for being with us throughout the day, His healing power, His never- ending love and the blessings that have been brought to the Participants this day. Mention the growth we have seen in their love as they have opened to one another, sharing feelings and believing in the trust and goodness in one another. Say a special Prayer for those we know are struggling. Pray for peaceful rest for all couples, including ourselves.

* **Suggested Sharing Question Options: What touched me most today and HDIFAT? or, Let’s look at touch differently-physical touch. When I touch my spouse (hold hands, hug, squeeze a shoulder, etc.) what feelings do I get? DIFLD.**
* Review Presenting Couple selection process and eligibility.
1. Are there concerns about anyone who we have previously noted as eligible?
2. Are there any couples Team members want to sit with at meals yet to get to know them better?
3. Decide who will be contacting the eligible Participants. An easy way to do this would be to contact those Couples that each Presenting Couple prior to and during the MEE.
4. Decide when the first contact should be made with eligible couples.
5. Who are possible couples to be contacted for Community Loving Tasks?
6. What couples should be referred to other Faith expressions?
7. Think in terms of LME “Invitation to Mission.”
* Review procedure for handing out Prayer Letters and Sharing Letters in your Area. This would include any personal mementos your Area gives to the Participants.
1. Distribute Prayer Letters and Sharing Letters to 1st, 2nd and Clergy Couples.
2. Discuss time and method. This should be based on community preference. Also, consider the privacy of the Participants (i.e. a phone call to let them know we will be stopping by their room with something for them or sharing with the husbands at the end of the writing time Extended Dialogue time we will stopping by toward the end of the verbal part of the Extended Dialogue time).
3. Encourage the Participants to read quickly and come to lunch if letters are being delivered just before lunchtime.
4. Some areas pass out Sharing Letters at the end of lunch. If this is done, decide if lunch needs to be shortened to start the Living Our Covenant presentation on time.
5. Discuss Presenters preference for receiving their Prayer Letters: at the end of this meeting or at the end of the Extended Dialogue. If it is Presenter’s preference to receive them at the end of Extended Dialogue, as the MEE timekeepers the Clergy should contact the Admin couple at the appropriate time, so Admin can distribute Prayer Letters to the other Presenting Couples.
6. Remind the 2nd Set Couple to place the Post-MEE Contact Preference Sheet at each couple’s place at lunch on Sunday. Each Presenting Couple should instruct the couples at their table to fill them out as they arrive. Admin Couple generally instructs the Participant Couples who may be at a lunch table that doesn’t have a Presenter Couple. At the latest, Presenters should collect all forms before lunch has ended (although it is preferable to collect the completed Contact Preference Sheets at the beginning of lunch) and give to the Admin Couple **who must** **note on the Post-MEE List for Leadership the Couples who are not to be contacted or want their contact to be limited. IF COUPLES DO NOT AGREE TO HAVE THEIR CONTACT INFORMATON INCLUDED ON THE POST-MEE LIST FOR PARTICIPANTS, OR TO BE CONTACTED FOLLOWING THE MEE IN ANY OTHER CAPACITY, WE MUST HONOR THAT REQUEST. Send the Post-Experience List to the Newly Encountered Couples and others within the first week following the Experience if unable to do so at the end of the MEE.**
* At the end of lunch remind the Couples to bring their electronic devices to the last presentation (if this is your practice) as part of the “Inviting” section of the Living our Covenant presentation.
* Discuss the Living Our Covenant Presentation and arrangement of the room. Some Areas will arrange the room in a circle before this Presentation starts (often done by the male Presenters at the end of the Extended Dialogue before they return to their rooms). The Presenters then sit strategically around the room, so they can see each other to nod to each other when it is time to indicate when it is someone else’s turn to talk.
1. Decide whether you are going to take the optional break in this Presentation.
2. 2nd set Couple leads the “practice” of “There’s a New World Somewhere.” Is it the practice of your Area to have all Presenters come to the front of the Conference Room for this practice?
3. When they do their starter list of who to invite, if it is your Area’s practice, have them pull out their cell phone, iPad, other electronic media device and have them tell their family and friends how they are spending this weekend, and what a difference this MEE is making in their relationship.
4. Other ideas for the Inviting section of LOC include handing out stationary and encouraging couples to write a note to someone inviting them to attend an MEE; then they can mail the note on Monday. Or have them send out cards offering to pay for someone’s registration.
5. Decide process at the end of the Dream/Financial Investment part of the Living Our Covenant presentation: send couples back to the room to discuss their investment into the Dream; decide and commit to a donation amount; then come back to the conference room with their donation envelope. No phone call is required if you ask them to return to the conference room by a certain time. Admin, if it is your Area’s practice, you can be positioned by the basket, to thank each Couple for returning their donation envelope as they enter the room.
6. Decide where to review the Loving Task Sheet. One thought would be to have it on the Couples’ chairs when they return from filling out their donation envelopes. A few minutes can be taken to explain the different ways to get involved. Another opportunity would be to have the Presenting Couples go from table-to-table at the Reception and review the Loving Task Sheet with each of the Couples.
7. Review the Take Home Packet of Information; this is usually done by Admin at the end of the Presentation.
* Discuss Clergy needs for the closing Worship Service:
1. Reading assignments.
2. Songs to sing (who will lead the singing) or CD to play.
3. Notebooks for an offering.
4. Communion distribution (who assists, are blessings offered, etc.)
* Explain your Area’s procedure for counting money. Decide who is to be responsible for the money (often the Admin couple) and when the money should be removed from the Presenting table (often remains on the table through the Worship Service). Each Area decides when and how to count the money. Some Areas appoint a couple of Presenters to count immediately after the Worship Service while everyone else participates in the Wedding Reception; other Areas have every Presenter count after the Wedding Reception is over. However the counting of the donations is decided, all Presenters must sign the completed Finance form.
* Discuss Sing-Off and where Community will assemble as the MEE ends. To prevent the Participants from leaving the Conference room, suggest they take a bathroom break before the beginning of the Continuing Our Journey presentation “as we will then go right into the Worship Service.”

**Post ME Experience**

* Discuss Invitation to Mission; MEE Renewal or other Post-MEE Events that are coming up, so they can be mentioned in the Continuing Our Journey presentation. Be sure to include locations and dates for upcoming Events in the COJ presentation.
1. Remind Presenters from this Event who are unable to attend the Renewal or Post-MEE Event to send a letter to be read at one of these Post-MEE Events.
2. Who will present at this event?
* Collect comments/concerns/praises of the facility and meal so they can be passed on in a Facility report. If it is your Area’s practice, a round robin email can take place within the first week after the event, led by the Admin.
* Decide who will write Post-MEE letters and when. Suggestions regarding what can be in those letters:
1. First Letter – focus on their presence at their Experience and the importance of working on their relationship through dialogue.
2. Second Letter – focus on the gift of regular/daily dialogue; or if you have a Community Event coming up soon, an invitation to join in.
3. Third Letter – focus on the need for Community support through love circles, journey groups, etc. Include an invitation to be a prayer couple; get them involved in the next MEE in your Area.
4. Fourth Letter – how is dialogue going? Any questions, call us?, etc.
* Decide if a meeting is necessary following the 3rd Day of this MEE; or, (on a typical weekend Experience) on Sunday night.

Post-MEE Duties

* Fill out Facility Report and send to ALC, ACC and APCC and the Area Facility Couple. The preference would be to discuss what is on this form at the next Area Board meeting.
* Decide who is responsible for disseminating Loving Task Sheet information.
* Make sure Participants are contacted for Journey Groups/Love Circles/Love Spiral Groups.
* The Admin Couple emails a Post Marriage Encounter Evaluation to the Participants the following week asking them to comment on their Experience. The replies are forwarded to the rest of the Team, the APCC and to the District couple appointed to keep a record of the replies (summarized if necessary) to identify trends. A summary will be included in the next NAR report.
* Invitation to participate in Community: How does your Area handle this? In some Areas the Presenting Couple who shepherded the Participant Couple on the MEE is responsible for follow-up after the Event; to inquire about the Invitation to Mission, learning more about the possibility of becoming a Presenting Couple, or other ways to become involved in this ministry.
* The Presenters from the MEE call their couples 1-3 weeks after the Event to inquire of their post-encounter experiences. The questions on the LME Experience Follow up Call form serve to guide this conversation. Send copies of the results to District and NAR Leaders.
* Areas: get permission to include Participant information in the national database; (maintained by Dean and Marcia Redman, NAR Finance Couple). Make sure the Participants have filled out their Post-MEE Contact Preference Sheet.
* Send names of Participants (who have approved being contacted) along with their email addresses to the NAR Publicity/Media/Communications Couple for future E-blast emails.
* Contact appropriate Database Couple in your Area (or District) with Post-MEE information. In some parts of NAR, this is kept by Area while in other Areas this is kept by District. Confirm what is done in the Area where this MEE was held.

**Financial Post-MEE Duties**

* Send to District Finance Couple.
	1. Make and keep copies of credit card slips, Thrivent forms, and checks prior to mailing.
	2. Obtain a money order for cash donations.
	3. If for some reason your mail will be delayed, inform the District Finance Couple immediately.
	4. Be sure to include a copy of the Post-MEE Participant List. ANY COUPLE THAT DOES NOT WISH POST-MEE CONTACT SHOULD BE CLEARLY NOTED.
	5. Keep a copy of the finance sheet until received by the District Finance Couple.

l/cguilfoile January 2018