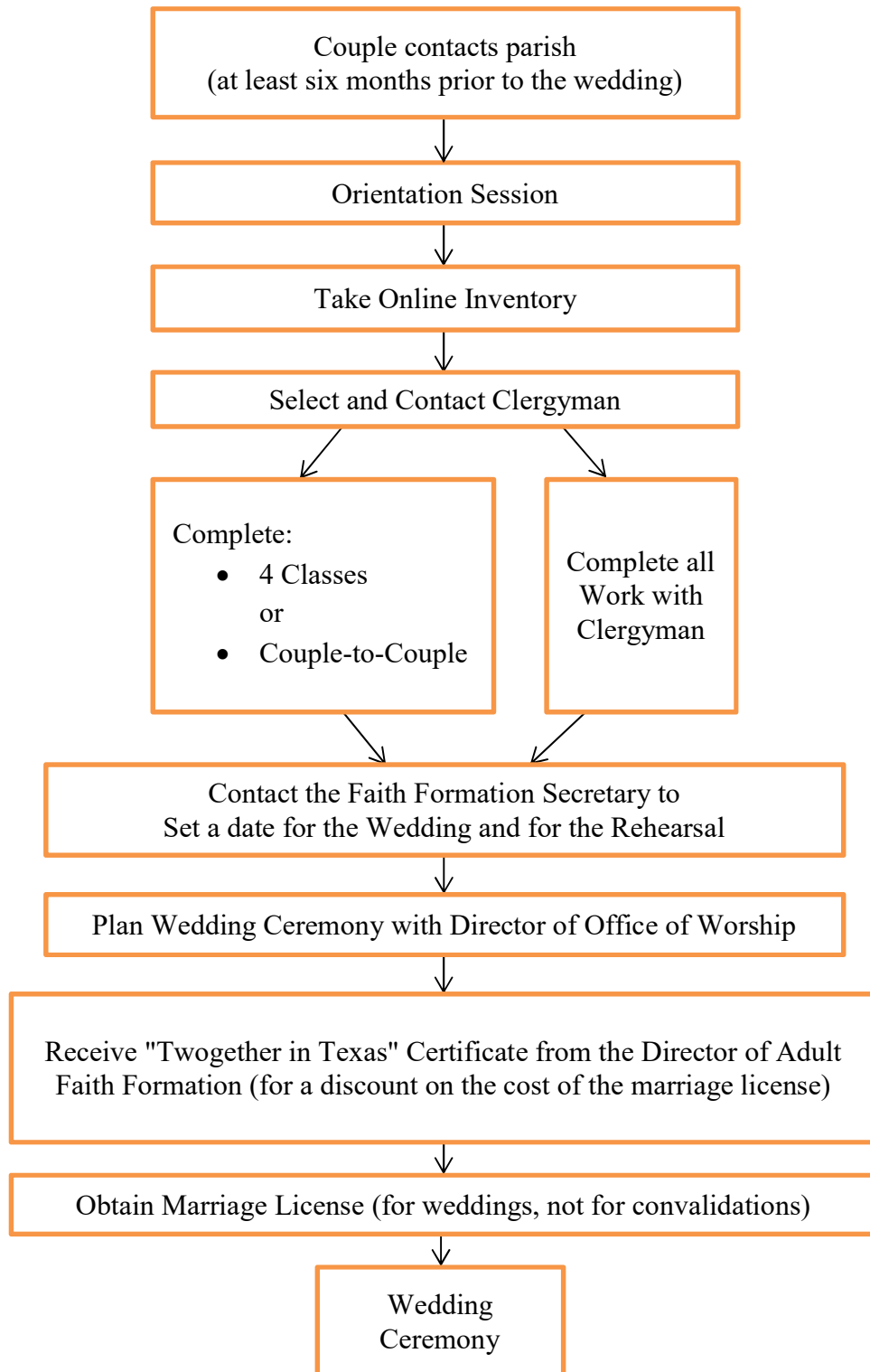


# Overview of Marriage Preparation in English at The Catholic Community of St. Luke the Evangelist

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last updated: October 9, 2017

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## Marriage Preparation at St. Luke's : The Normal Order of a Couple's Progress



## Key Points

- Marriage Preparation normally takes a minimum of 6 months.
- A couple normally begins Marriage Preparation by attending an Orientation Session.
- Once a couple begins work with a clergyman, he has the primary responsibility for guiding and preparing them.

## The Orientation Session

### Topics Covered:

- Marriage as a sacrament
- Validity and impediments
- Definitions of *wedding* and of *convalidation*
- Common law marriage in Texas
- Confidentiality of all sessions
- Fees
- Classroom Option vs. Couple-to-Couple
- Overview of Entire Process
- Some of the paperwork that will be needed

### Each couple will:

- Receive a Fully Engaged workbook;
- Fill out demographic sheets for Fully Engaged Inventory (to be taken online);
- Fill out St. Luke's demographic sheets;
- Pay \$25 materials fee (or pay at the office later);
- Meet the Director of the Office of Worship (preview of wedding planning);
- Meet any clergy or other ministers who drop by.

## Orientation Schedule

1<sup>st</sup> Wednesday of February, April, June, August, October, and December  
7:30 p.m. (after evening prayer), Ed Bldg., Room 2

- A date could be changed due to major holiday or holy day of obligation

## Fully Engaged Inventory

Couple fills out demographic sheet at Orientation.

Orientation presenter slides sheets under the door of the Dir. of Adult Faith Formation.

Director of Adult Faith Formation

- registers couple with Fully Engaged online, and
- sends couple the web address and code for taking the Inventory.

Couple takes the Inventory online.

Couple pays the \$25 fee online with credit card.

Results are immediately available to clergy.

## Fees for Marriage Preparation

- Materials fee - \$25. Pay at Orientation or at Parish Office, in person or by mail.
- Fully Engaged Inventory - \$25. Pay online.

TOTAL fees = \$50.

## Sponsor Couple Component: Classroom or Couple-to-Couple

- The preparing couple can choose either to take our classroom program or to work directly with one sponsor couple, in the sponsor couple's home.
- Classroom Option: Complete the 4 classes in any order.
- Couple-to-Couple: Cover the same material in 4 sessions or more. Both families have dinner together at least once. One or more follow-up meetings after wedding.

## Sponsor Work and Clergy Work Simultaneous

- Immediately following Orientation, a couple can begin classes, or be assigned a sponsor couple for Couple-to-Couple.
- Immediately after taking the online Inventory, a couple can contact a clergyman to see if he can work with them.
- Normally couples are doing their sponsor work and their clergy work during the same several months.

## Classroom Schedule

2<sup>nd</sup> Tuesday of the Month, Room 2, 7:30 p.m. to 8:55 p.m.

Session I: (Differences, Division of Labor, Recreation): January, May, September

*Before the Session:* Read and Discuss Sections 1, 2 & 3

Session II: (Family of Origin, Communication, Conflict): February, June, October

*Before the Session:* Read and Discuss Sections 4, 5, & 6

Session III: (Catholic Identity, Finances): March, July, November

*Before the Session:* Read and Discuss Sections 7 & 8

Session IV: (Intimacy, Infertility, Parenting): April, August, December

*Before the Session:* Read and Discuss Sections 9, 10, & 11

- A date could be changed due to major holiday or holy day of obligation.
- Classes can be taken in any order, so long as the couple completes each of the 4 different classes.

## Special Circumstances

We try to accommodate special circumstances and special time frames, under the direction of the pastor and the couple's clergyman.

## Responsibilities of People Involved in Marriage Preparation

### Couple's Responsibilities

- Contact parish to begin preparation.
- Attend Orientation.
- After taking the Marriage Preparation Orientation and the Online Inventory, contact a clergyman. (For a list of priests and deacons, see page 8.)
- Do the homework in preparation for each class session and in preparation to plan the wedding ceremony.
- Pray together and discuss together all matters pertinent to their future marriage.
- Pay fees.

### Parish Office Responsibilities

When contacted for Marriage Prep:

- Direct the couple to the Director of Adult Faith Formation for English (Ray Hertel).
- Direct the couple to the Faith Formation Secretary for Spanish (Rosio Contreras)

Receive \$25 materials fees in person, by mail, and through the overnight drop.

Chip Court accepts this fee at the orientation sessions. If you do not have the money then, you may bring the materials fee to the Faith Formation Office (in the Education Building), submitting it to the Faith Formation Secretary, Rosio Contreras. If the Faith Formation Secretary is not available, the materials fee may be submitted at the Parish Office to the receptionist, Dora Salazar (or Maria Segundo, if Dora is not available).

### Clergyman's Responsibilities

- Help couple prepare for marriage, with reference to the couple's inventories.
- Assume overall responsibility for couple's preparation.
- Cover certain specific sections in the Couple's Workbook.
- Determine whether the couple should marry.
- Guide the couple in obtaining all needed documents.
- When appropriate, guide the couple to set the wedding date with Rosio Contreras, and then guide couple in coordinating with the Director of the Office of Worship to plan the wedding ceremony.
- Coordinate with the Director of Adult Faith Formation to obtain Twogether in Texas certificate.
- Coordinate with Director of Faith Formation as needed.
- Coordinate with Ministry Leader as needed.

### Sponsor Couples' Responsibilities

- Conduct classroom sessions.
- For couple-to-couple preparation, determine when all the material has been covered and sessions are complete.
- For couple-to-couple preparation, notify Ministry Leader when complete.
- Help staff our table at the annual Ministry Fair.

### Director of the Office of Worship's Responsibilities

- Drop by Orientation Session if available.
- Meet with couple to plan wedding.
- Coordinate with clergy as needed.

### Ministry Leader's Responsibilities

- Schedule Classroom Sessions – room, staffing, notification.
- From sign in sheets and general communications, maintain own list of participating couples, their contact info, and their progress through classroom sessions or couple-to-couple preparation.
- Assign sponsor couples for Couple-to-Couple.
- Schedule Orientations.
- Make sure Director of Adult Faith Formation has copies of all sign-in sheets.
- Schedule Trainings for Sponsor Couples.
- Set up and staff table at Ministry Fair.
- Be a contact person for participating couples, in addition to their clergyman and the Director of Faith Formation.
- Coordinate with everybody.

### Director of Adult Faith Formation's Responsibilities

- Using demographic sheets from Orientation, register couples with Fully Engaged online.
- Send each couple the Fully Engaged web address, and their log-in code.
- Provide workbooks, manuals, and other materials.
- Make sure Ministry Leader has a copy of all sign-in sheets.
- Maintain official records of couples' progress.
- In coordination with clergy, oversee arrangements for couples who will prepare at St. Luke's, but marry elsewhere, or prepare elsewhere and marry at St. Luke's.
- Coordinate with clergy and with Ministry Leader.
- Provide "Twogether in Texas" certificate when notified by clergyman that couple has completed Marriage Preparation.

### Pastor's Responsibilities

- Authorize special arrangements.

## Contact Information for Marriage Preparation

### The Catholic Community of St. Luke the Evangelist

11011 Hall Road  
Houston, TX 77089

Parish Office: (281) 481-6816  
Fax: 281-481-8780

Parish Office Hours: Mon. – Fri., 9 am – 6 pm

Parish website: <http://stlukesatholic.com/>

#### Faith Formation Secretary

Rosio Contreras

[cffadmin@stlukesatholic.com](mailto:cffadmin@stlukesatholic.com)  
281.481.6816

#### Director of Adult Faith Formation

Ray Hertel

[adultministry@stlukesatholic.com](mailto:adultministry@stlukesatholic.com)

#### Marriage Preparation Ministry Leaders

Debbie and Chip Court

[cvcourt3@gmail.com](mailto:cvcourt3@gmail.com)  
832-588-2786

#### Director of the Office of Worship

Cristina Garcia-Luense

[worship@stlukesatholic.com](mailto:worship@stlukesatholic.com)

#### Director of Young Adult Ministry

Ray Hertel

[adultministry@stlukesatholic.com](mailto:adultministry@stlukesatholic.com)

#### Contacts for The Rite of Christian Initiation for Adults (RCIA)

Dora Cummings

281.814.1075

Jane Bemko

713.946.1828

#### Clergy at St. Luke (for Marriage Preparation in English)

Father Douglas J. Guthrie

[pastor@stlukesatholic.com](mailto:pastor@stlukesatholic.com)

Father Alvaro Interiano

[alvaro\\_interiano@yahoo.com](mailto:alvaro_interiano@yahoo.com)\*

Deacon Al Birsinger

[almarcia@sbcglobal.net](mailto:almarcia@sbcglobal.net)

Deacon Jesse Tollett

[jesse.tollett@gmail.com](mailto:jesse.tollett@gmail.com)

Deacon John Rapacki

[jsrap36@gmail.com](mailto:jsrap36@gmail.com)

\* Fr. Alvaro also does marriage preparation in Spanish