

PRE-CANA TEAM PROCEDURES AND FORMATION 2020

- I. Where to get your answers for Pre-Cana-related questions:
 - All things Formation & Team issues – Peg Hensler; phensler@dioceseoftrenton.org, 609-403-7156
 - All things Eventbrite, website and materials– Jossie Ramos; jramos@dioceseoftrenton.org, 609-403-7151
- II. Required Training/Formation for Pre-Cana Team Couples
 - All couples who serve on parish or diocesan Pre-Cana teams are required to complete Pre-Cana Team Formation and Skills Training (Note: Required workshops may be hosted at your parish upon request)
 - **Required*** - Presentation Skills Training (three sessions); Tuesdays, Sept. 10, Sept. 17, Sept. 24; 6:30 – 9:00 pm (Diocesan Chancery)
 - **Required*** - Understanding Sacramental Marriage – A Catechesis for Marriage Ministers (two sessions); Mondays, October 21 and October 28; 6:30 – 9:00 pm; Co-Cathedral of St. Robert Bellarmine Parish, Freehold
 - Relational Skills Training for Marriage Ministry (three sessions); Mondays, November 4, November 18 and 25; 6:30 – 9:00 pm; (Our Lady of Sorrows-St. Anthony Parish)
- III. Pre-Cana Procedures – Eventbrite
 - Private access to your Pre-Cana – allowing couples into a closed Pre-Cana event:
 - Pre-Cana team leaders can control the total number of couples registered for each Pre-Cana by means of a promotion code, which is a specific private access code for each of your Pre-Cana events. Once your event is closed because registration is past the expiration date or because the event is already full, you may allow additional couples into your Pre-Cana by giving them the promotion code, which enables them to register for your closed event.
 - Your promotion code will be available until one day after the event, so if you receive a last minute request from a couple and are able to accept them, they can register even on the day of the event.
 - Please do not accept any couples into your Pre-Cana who are not registered for your event. All couples must be registered before attending your event, since they are now able to register using their phone on the day of the event.
 - The promotion code for each event will be unique to that event, but always according to the same formula. It will always be the name of your parish followed by the day of (or first day of) your Pre-Cana event, all caps, dashes between words and numbers. For example, if the St. Benedict, Holmdel Parish team holds a two-session Pre-Cana event on October 30 and October 31, 2020, the promotion code for that event will be: ST-BENEDICT-10-30-20.
 - The following are the names of the parishes for your promotion codes:

Parish Name for Promo Code

NATIVITY

PRECIOUS-BLOOD

SACRED-HEART

ST-ALOYSIUS

ST-BARNABAS

ST-BENEDICT

ST-CLEMENT

Parish Name and Town

Nativity, Fair Haven

Precious Blood, Monmouth Beach

Sacred Heart, Mount Holly

St. Aloysius, Jackson

St. Barnabas, Bayville

St. Benedict, Holmdel

St. Clement, Matawan

ST-JOAN	St. Joan of Arc, Marlton
ST-JOSEPH	St. Joseph, Toms River
ST-KATHARINE	St. Katharine Drexel, Burlington
ST-MARTHA	St. Martha, Point Pleasant
ST-MARY-BARNEGAT	St. Mary, Barnegat
ST-MARY-LAKES	St. Mary of the Lakes, Medford
ST-MARY-MIDDLETOWN	St. Mary, Middletown
ST-PAUL	St. Paul, Princeton
ST-PETER	St. Peter, Point Pleasant
ST-ROBERT	Co-Cathedral of St. Robert Bellarmine, Freehold
ST-ROSE	St. Rose, Belmar
ST-THERESA	St. Theresa, Little Egg Harbor

- Access to your detailed registration list (excel worksheet): As Eventbrite administrator for your Pre-Cana events, click on your Pre-Cana event in Event Brite
 - Click “Manage Events” (from tabs on left side)
 - Click “Manage Attendees” (tabs on left side)
 - Click “Orders” (tabs on left side)
 - Click “Orders” for drop down under “Report Type”
 - Click “Attendee Summary” from drop down menu
 - Scroll to “Export,” choose Excel or CSV; your detailed registration excel spreadsheet will appear for download on the bottom left of your screen
 - Format your spreadsheet as needed by deleting all unnecessary columns, etc.

IV. Other Pre-Cana Procedures (supplies, expense allowance)

- Pre-Cana Supplies – *Before “I Do”* Books, couple packets, certificates, attendance list
 - Lucia Barrita, our Administrative Assistant, is now in charge of administration for Pre-Cana supplies (PC boxes), expense allowance checks and parish stipends for Pre-Cana.
 - Pre-Cana supplies will be mailed out by Friday, the week prior to your Pre-Cana event (approximately 8 days before your event).
 - Please note that beginning in January 2020, you will no longer receive a printed copy of the detailed registration list with your Pre-Cana supplies as it is available to you on Eventbrite.
 - The number of books and couple packets will be based on the registration list as of that Friday, the mail date, plus materials for two additional couples.
 - Please note that if you accept couples to your Pre-Cana event after your supplies have been mailed, or if you accept walk-ins the day of the event, you will not receive additional materials for those couples. Couples must appear on your registration list or have proof of registration in order to receive a certificate of completion. If you are unsure of what to do, you may contact Jossie Ramos (jramos@dioceseoftrenton.org), to request a certificate by mail.
- Pre-Cana Expense Allowance:
 - The expense allowance will increase from \$50 to \$60 per couple beginning January 1, 2020.
 - The expense check will be received by the parish typically within two weeks of the Pre-Cana event but no later than three weeks after.
 - The expense check will include the \$100 stipend for the parish (Please note that expense checks are no longer sent prior to the Pre-Cana event).