

saintJohnfisherchapel

UNIVERSITY PARISH

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Sponsor Couple Information

Please read carefully before proceeding with your newly assigned engaged couple. There are important changes in the instructions below!

Please find enclosed the names, etc. of your assigned couple who are now in preparation for marriage here at St. John Fisher. Please note the **price for the PMI is now \$50.00**. As a Sponsor Couple you are asked to assist in the following ways:

- A. Meet with your engaged couple to administer the PMI/RMI Profile no later than six months before their wedding. **Please follow carefully the procedures below:**
 1. Stop by the SJF Front Office and go into the Sacristy. While facing the large white counter on your left, look into the closet to your right at eye level behind the hanging white stoles and you will see file storage boxes marked **PMI** and **RMI**. Take the appropriate Profile depending on whether they have been married before (RMI) or not (PMI).
 - i. The **PMI Profile Packet** in white envelope for couples when neither one has been married before;
 - ii. Or the **RMI Profile Packet** in brown envelop for couples who either the bride and/or groom have been married before.
 2. Contact your engaged couple and set date to get together to meet them, to get to know them and to administer the PMI or RMI Profile.
 3. Read **carefully** the **Introduction to PMI/RMI** sheet and the **Instructions** card attached to the data and male/female answer cards before the engaged couple arrives. **Our SJF PMI/RMI Profile number is: #4153**. Be sure to mark it on info card and on the outside of the envelope used to mail in the Profile for processing.
 4. After greeting and sharing some time informally with the engaged couple, administer the PMI/RMI Profile according to the instructions. They are asked to mark **ALL** questions with **either U, A or D**. They should mark U for unsure rather than leaving one blank. Be sure to complete the biographical data card with the engaged couple first.

5. After the couple has completed the PMI/RMI Profile, place the female/male answer cards and the remaining of the PMI materials back into the original white/brown envelope and return completed packet to Fr. Mike at SJF as soon as possible. Fr. Mike will return the completed cards to the computer company. The couple may keep the question booklets if they wish but ask them not to give to other couples since that would defeat the purpose for the other couples.
 6. Ask the engaged couple for a check for \$50.00 made out to St. John Fisher Chapel to cover the cost of the PMI/RMI and processing. They will be informed of this charge before they meet with you.
- B. Meet informally with the couple periodically.
 - C. Assist the couple in accomplishing their responsibilities related to their marriage preparation which includes:
 1. Pre-Marriage Seminar;
 2. The various meetings with the priest to fill out the marriage forms including getting their newly issued baptism records from their parish of Baptism;
 3. The planning of their wedding ceremony/liturgy;
 - D. Be present for and assist at the wedding rehearsal.
 - E. Act as host couple at the St. John Fisher on the day of the wedding itself.

Please make the initial contact with your assigned couple as soon as possible. Your assigned couple has also been given your name. The Sponsor Couple Program provides a valued service to St. John Fisher, to the couple getting married and to me. Your participation is greatly appreciated.