

JOYS

Angel Mentoring Joy: This Joy is the shepherding of the new couple that has volunteered to fill a Joy position.

Example: Jim & Sue accepted the registration Joy. A “seasoned” couple from the community would lead them through the Joy description, initially work as a team with them while mentoring, and be the contact person if needed for questions.

Catering / Food Joy: This Joy would require a couple to be available to make sure each meal provided by caterers to EE Weekends runs smoothly. This Joy includes but is not limited to:

- **Direct contact with catering company**
- **Confirmation of EE weekend arrangements including, number of meals required, menu, and dates and times for delivery.**
- **Set up of serving tables for caterers delivery**
- **Clearing and clean up after meals.**

Finance Joy: This Joy involves the managing of the financial records of the EE Community including the checking account and financial reporting. This Joy requires some basic bookkeeping abilities and a computer.

Follow-Up Joy: This Joy involves keeping in touch with EE Weekend Alumni, and encourages active community to maintain involvement. This Joy includes but is not limited to:

- **Sending out newsletters to alumni couples who expressed interest in any area on the Time & Talent surveys**
- **Send wedding anniversary cards to active community members**
- **Send wedding cards to alumni couples**
- **Inviting and encourage involvement at business meetings and social gatherings of the EE Community**
- **Managing the Phone Tree messages.**

Greeters Joy: This Joy involves scheduling greeters for the Friday evening of the EE Weekends and attending the Friday evening portion of each EE Weekend as greeters. This Joy includes but is not limited to:

- **Call alumni from Time & Talent Survey list to invite them as greeters on the upcoming weekends.**
- **Make reminder calls the weekend before upcoming EE weekend to confirm greeters’ attendance.**
- **Welcome engaged couples on the EE Weekend and direct them to registration table.**
- **Take two photos of each couple that is attending with the EE Polaroid camera, and write the names of the couple on each photo.**

Supply Joy: This Joy includes but is not limited to:

- **Taking physical inventory of EE supplies**
- **Tracking of inventory on computer program provided.**
- **Replenishing inventory as required for weekends.**
- **Submitting reimbursement requests to Finance Joy couple.**

Literature Joy: This Joy involves ordering and restocking literature supplies 3 weeks before an upcoming EE weekend, and forwarding the material to the Supply Joy couple in sufficient time for delivery to the weekend. Other duties include:

- **Maintain Administration box #1 & #2 Presenting Team supplies.**
- **Copy any other missing literature to restock in the Administration boxes**
- **Order and restock various brochures and attending couple's stationary**
- **Prepare "Take Home Packets" distributed to attending couples.**

Marketing Joy: This Joy involves keeping the public informed of the activities of the Catholic Engaged Encounter of Cleveland. This includes:

- **Maintaining the Website**
- **Working on establishing and maintaining links from other Website to ours**
- **Providing advertising information businesses, parishes and the Universe Bulletin.**

Prayer Couple Joy: This Joy involves coordinating prayers couples to pray for the engaged couples attending an Encounter Weekend.

Presenting Joy: This Joy requires the writing of outlines provided by National EE to present on the weekends. The goal is for each presenting couple to be involved in 1 weekend per year. Presentation of partial weekends is an option. Overnight stay at the retreat site may be required.

Registration Joy: This Joy involves managing registration for couples attending the weekends. Registration software and telephone is provided by the community. The registration couple attends the Friday evening of the weekend to work the registration table.

Setup & Breakdown Joy: This Joy involves being present on the Friday evening and Sunday afternoon of the EE weekend to setup and breakdown the presentation material. This Joy is usually shared by two couples.

Workshop Joy: This Joy involves an experienced Presenting couple assisting a new Presenting couple in the preparation of their EE weekend material.