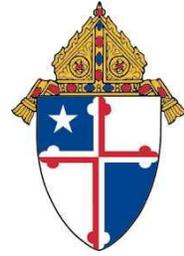


Using FACET
Archdiocese of Baltimore
Marriage Preparation Programs
March 2013



COUPLES TAKE FACET ON PAPER ANSWER SHEETS DURING SESSION ONE OR TWO.

STEP BY STEP INSTRUCTIONS

1. Receive couple packet from parish marriage preparation coordinator. Each packet includes FACET, along with print and audio resources for the marriage preparation program.
 - a. Each FACET has a tracking number written on the FACETE cover sheet which is returned with the two answer sheets.
 - b. In English, FACET is pp. 89-120 of the *Perspectives Workbook*, yellow edition. FACET is also available as stand-alone answer booklets, in which case, a numbered cover sheet is included. Answer booklets include the grid-type answer sheet plus the Narrative section for take home questions (see #7).
 - c. In Spanish, FACET is not in the *Perspectivos* workbook. In the Spanish packets, two copies of the stand-alone FACET answer booklet and one a numbered cover sheet (which identifies the facilitators) are included in each sponsor couple packet.
2. For Remarriage packets, FACET is not printed in the *To Trust Again* Workbooks. FACET answer booklets and cover sheets will be supplied, as in #1.
3. For FACET in the yellow workbooks, you will need one extra copy of the FACET statements –only one copy of the statements is in the workbook. Please save and reuse the extra FACET statement books.
4. When you meet the couple for the first time, explain the FACET to them. You may do this over the phone, if needed.
5. At that time, assure the couple that FACET is not a test, cannot be used to determine if they can get married, and will not be saved after the marriage preparation process.
6. DO encourage the couple to begin to discuss their responses AFTER they have submitted them.
7. FACET comes with a take-home NARRATIVE SECTION. Encourage the couple to use these pages to discuss the issues that FACET has addressed. Do not collect the Narrative section. The couple keeps that part.
8. Explain that the comparison of their responses will be emailed to you to discuss with them.
9. With the couple, fill out the FACET Cover Sheet. If FACET is in the *Perspectives Workbook*, the cover sheet is P. 120. A fax form is included when FACET is provided in the stand-alone form (see # 1 above). The Cover Sheet tells the Archdiocese who is to receive the results by email and discuss them with the couple. **The facilitator** is the Sponsor Couple. For Pre-Cana group programs, the facilitator is the priest/deacon meeting with the couple to complete the wedding preparations.

10. Send the TWO completed FACET answer grid sheets WITH the completed FACET Cover Sheet to our office. You may mail, fax, or email a scan of these **three pages**.
11. Upon receipt of the FACET answer sheets, our office will submit them to FACET for processing.
12. The FACET report will be about 6-7 pages, total. The report includes a summary page of points of disagreement, plus a full report of responses to all statements.
13. At Session 2, meet with the couple to facilitate discussion on the different FACET categories. Ask them to share their responses to the Narrative Section they took home after completing the FACET.
14. Session 2 can focus on Communication. Utilize couple worksheets and other packet resources, a few categories at each session.
15. Meet 3 more times to continue to work on the categories. Topics for the sessions include Decision Making, Conflict Resolution, Intimacy, Spirituality, Family Planning and others that this couple should focus on, as you judge is needed. Assign activities for discussion between sessions.
16. Destroy the FACET printout. Its validity is finished after the discussion with the facilitator takes place.
17. Have couple complete pink program Evaluation Form and send to your parish sponsor couple coordinator.
18. Issue Certificate of Completion for the couple to give to their priest/deacon. Be sure to sign and date the Certificate.
19. It is not required that the priest/deacon receive a copy of the FACET printout. If he has any questions about FACET, please ask him to call our office.

QUESTIONS

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