

Directions for FOCCUS Use
Archdiocese of Baltimore
SPONSOR COUPLE
Marriage Preparation Program
May 2013



COUPLES TAKE FOCCUS ON-LINE ON THEIR OWN COMPUTERS

Log-on information is emailed to each person by the FOCCUS company, and results are delivered to the FOCCUS facilitator (this is the sponsor couple) by email.

STEP BY STEP INSTRUCTIONS

1. Receive sponsor couple packet from parish marriage preparation coordinator.
2. Packet contents: 1 purple *Perspectives on Marriage Workbook*, 1 FOCCUS application form, natural family planning literature, healthy relationships self-assessment for Him and Her (these are not collected), wedding planning booklet, domestic violence brochure, 2 pink program evaluation forms, Certificate of Completion.
3. When you meet the couple for the first time, please explain the FOCCUS inventory to them.
4. At that time, assure the couple that FOCCUS is not a test, cannot be used to determine if they can get married, and will not be saved after the marriage preparation process.
5. DO encourage the couple to begin to discuss their responses AFTER they have submitted them.
6. Explain that the comparison of their responses will be emailed to you to discuss with them.
7. Application form: With the couple, fill out the FOCCUS application form included in the marriage preparation packet. The form asks for email addresses for each partner and an email address for the facilitator (or the address at which the report will be printed out).
8. Clergy info: The FOCCUS application also asks for the name and contact information for the priest/deacon. If this is not known, it may be omitted. Just be sure to confirm that the couple has already contacted the priest/deacon who is officiating at their wedding.
9. FOCCUS uses the couple's email addresses as their User IDs and to send them their passwords. The application form asks the couple's permission for the use of their email address.
10. Ask the couple to call you to set up the next session AFTER they both have submitted their FOCCUS responses.
11. Send the FOCCUS Application to our office. You may mail, fax, or email a scan of the form.

12. Upon receipt of the FOCCUS Application information, our office sets up an online FOCCUS session for the couple.
13. FOCCUS emails User IDs and passwords and instructions for logging on to the engaged couple. SPAM ALERT! Email has been known to end up in the spam folders. Remind them to check for it.
14. The couple logs on to the FOCCUS website and responds to the FOCCUS inventory.
15. Results are automatically tabulated after both have submitted them, and we email them to you, the FOCCUS facilitator.
16. If you will have trouble printing the FOCCUS report, please ask your Parish Coordinator for Marriage Preparation to request that your parish office print the FOCCUS results and give them to you. We will (upon your request) email the FOCCUS report to the designated staff person, or you have our permission to forward the report to the person who will print it for you. Please notify the recipient and request confidentiality.
17. At Session 2, meet with the couple to facilitate discussion on the different FOCCUS categories. Session 2 can focus on Communication. Utilize worksheets and other packet resources, a few categories at each session. Participants do not turn in their worksheets to you.
18. 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 the needs. Assign activities for discussion between sessions.
19. At the last meeting, guide couples in setting goals for future communication. You may use the FOCCUS for the Future goal-setting tool which you will receive at the same time as the FOCCUS results. Couples may keep goals for future reference.
20. Destroy the FOCCUS printout. Its validity is finished after the discussion with the facilitator takes place.
21. Have couple complete pink program Evaluation Form. Read the evaluations later. You may send the evaluations to your parish sponsor couple coordinator and/or the Archdiocesan office.
22. Issue Certificate of Completion for the couple to give to their priest/deacon.
23. It is not required that the priest/deacon receive a copy of the FOCCUS printout. If he requests it, to continue the discussion with the couple, we will send it to him. If he has any questions about FOCCUS, please ask him to call our office.

COMMENTS or QUESTIONS

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5/12/13