



**Roman Catholic Diocese of Portland, Maine
TOTUS TUUS
Parish Coordinator Checklist***

FOR THE MISSIONARIES	FOR THE PARTICIPANTS
<ul style="list-style-type: none"> <input type="checkbox"/> Provide separate lodging both for male and female team members with the seminarians staying at the rectory and the women within 15 minutes of the parish. <input type="checkbox"/> Give the team time during Sunday liturgies to promote Totus Tuus to the parish. <input type="checkbox"/> Provide space for 4 classrooms and one main hall for the whole week (i.e. no other parish events, repair work, etc.) <input type="checkbox"/> Provide a “grab and go” lunch for the team each day. <input type="checkbox"/> Provide at least TWO adult parish representatives each day to be in attendance during ALL programming. (including high school nights) <input type="checkbox"/> Give the team clear expectations about when & how to communicate with the pastor and parish staff. <input type="checkbox"/> Respect the team’s time for planning, prayer and self-care, allowing them time to meet in private at the end of each day. 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide registration information well in advance of the Totus Tuus week. <input type="checkbox"/> Handle all registration paperwork and collection of fees, turning them over to the Diocese upon receipt. <input type="checkbox"/> Facilitate communication with participants’ parents, concerning dress code and water fight expectations. <input type="checkbox"/> Make certain that first aid equipment is readily available and easy to locate for the team & participants. <input type="checkbox"/> Take accurate attendance each morning and communicate with the parish staff and team about absences. <input type="checkbox"/> Help prepare and oversee the high school fun night on Thursday AND the water games on Friday. <input type="checkbox"/> Advertise Totus Tuus during the Advent Season; focus on high schoolers who can also serve as volunteers.

*Dan Lacourge