



# *Totus Tuus*

## Parish Coordinator

### Check List



The checklist below will assist the Parish Coordinator in making sure that all bases are covered prior to the team's arrival.

The program schedule now has the day ending at 3:00pm rather than 2:30pm. Please note this change.

#### **Advertising**

- Announce dates of summer program in your parish bulletin right away!
- Put announcement in parish bulletin and make pulpit announcements at Mass
- Send information home with school and religious education students
- Place fliers in the back of church
- Give registration announcements for *Totus Tuus*
- Promote the program via flyers, announcements, mailings, personal invitations, etc.
- Communicate that youth bring lunches during the week

#### **Facilities:**

- One large Hall for main assemblies
- Chalk/ Dry Erase markers and erasers
- Chalk boards/ Dry erase boards
- Bibles (if available)
- Bathrooms—marked “boys”, “girls” and “adults”(if possible)
- Lunchroom—place for volunteers to prepare lunches and drinks
- Playground area and possible equipment
- Trash cans
- 3-4 Classrooms (team members will set up)
- Equipment for water games (2 hoses, clean trash cans or large containers)
- Arrange for Chapel/Church to be available during team prayer times, program, prayer/liturgy times, and for the 1<sup>st</sup>/2<sup>nd</sup> grade Church tour.
- Arrange for CD player, candles, Crucifix, DVD player, and cloth for high school program

#### **Mass**

- Inform the parish priest of the Confession schedule (10:45am daily), Mass schedule (11:15am daily) and Tuesday night Eucharistic Adoration and Sacrament of Reconciliation (8:30pm Tuesday)

- Invite parishioners and parents to attend Holy Mass (bulletin or pulpit announcement)

**Volunteers**

We ask that a few Adult (and possibly high school students) volunteers be present throughout the day. This number will depend upon the number of participants. The main need is between 11:00am and 1:30pm for lunch and water break.

- On site host who will be present at all times (can be parish contact person)
- Volunteers at check-in
- Volunteers for snacks
- Volunteers to help during lunch
- Volunteers to help at recess
- Volunteers to help in the first and second grade classrooms
- Be sure that all volunteers over 18 are Virtus Trained and in compliance with Protecting God’s Children. Colleen Sulsberger, Safe Environment Coordinator, 712.233.7517 or [dane@scdiocese.org](mailto:dane@scdiocese.org) will be able to assist you with questions.**

**Meals**

Please plan to provide all of the team’s meals while they are in your parish. A family may prepare and serve the meal, have the food brought in, or take the team out to eat, whichever the family prefers.

- Sign-up sheet for teacher’s lunches (12:00pm Sunday – Friday); If there are restaurants within your town, consider asking them to donate prepared lunches.

- Sunday \_\_\_\_\_
- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Wednesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_

- Sign-up sheet for teacher’s dinners (5:30pm Saturday-Tuesday, and Thursday)

- Saturday \_\_\_\_\_
- Sunday \_\_\_\_\_
- Monday \_\_\_\_\_
- Tuesday \_\_\_\_\_
- Thursday \_\_\_\_\_
- Friday \_\_\_\_\_

- Potluck Dinner is on Wednesday. Be sure to invite the parish a few weeks in advance. The team will send home fliers with the children.
- Coordinate food, set-up, and clean-up for parish hosted cookout on Friday (optional)
- Arrange for snacks and drinks to be prepared and served for the day program and available for the evening program.

**Housing (provide sleeping arrangements, breakfast, and snacks)**

- Housing for Men (at the local parish rectory if possible)
- Housing for Women

- Send in Housing Form to Religious Education Office along with your final payment by May 1, 2019.

### **Prior to Team Arrival**

- Host final preparation meeting before the event to hand out volunteer duty/information sheets and be sure everyone knows the “what, where, and when.”
- Send final payment of \$750.00 to the Diocese of Sioux City by May 1, 2019***

### **Arrival and Weekend**

- Team arrives at parish at least one hour prior to Saturday evening Mass.
  - Meet parish contact person, do a short tour of facilities and supplies.
  - Team may need a place to change clothes for Mass.
  - Meet priest and discuss talking at Mass after Communion.
  - Arrival at housing host families usually does not occur until Saturday evening after Mass (or after the evening meal if it is not at the housing host family).
- Reserve site facilities for the team and help them set up if possible.
- Schedule parish preparation meeting with Team, Parish Contact, Pastor, and possibly Core Team.

### **During the Week**

- Register and check in participants. Provide name tags for them.
- Arrange for Chapel/Church to be available during team prayer times, program, prayer/liturgy times, and for the 1<sup>st</sup>/2<sup>nd</sup> grade Church tour.
- Pre-plan the Thursday evening high school social activity.
- Meet with the team daily at 3:00pm to discuss any issues or needs.
- Complete an evaluation, and have your pastor and three volunteers do the same.