

# *Totus Tuus*

## **What A Parish Coordinator Needs to Know To Prepare for Totus Tuus**

**Parish Coordinator** - The Parish Coordinator is the main contact person for the Diocesan Coordinator and the Totus Tuus Team Leader. The Parish Coordinator ensures that all preparations have been made prior to the team's arrival, works directly with the team throughout the week to ensure a smooth program and provide the Diocesan Coordinator with a comprehensive evaluation of the week after the session is completed.

We ask that you read the 2019 Totus Tuus Information Guide – “Blue Book” once that is available on the website. There have been changes made to the day program schedule; those will be reflected in the completed Blue Book.

Listed below are the various forms, lists, and flyers that you will need to coordinate Totus Tuus in your parish or school.

- **Housing Form** - Please complete and return to the Diocese with your final payment by May 1<sup>st</sup>.
- **Coordinator Checklist** - This will help you to know if you have “covered all the bases.”
- **Registration and Parental/Guardian Consent Form and Liability Waiver** - Please keep this information at your disposal in case of emergencies. We have also included this form in **Spanish**.
- **Parish Poster** - This, *after adjustments for your parish*, could be placed in the back of church, handed out after Mass on Sundays, or sent home with school or religious education students.
- **Sample Bulletin Announcement**

**Before the Team Arrives** - The Totus Tuus Team Leader will call you on Tuesday or Wednesday of the week before the team is to arrive in your parish. They will set up a time and place to meet you on Saturday afternoon, work out any other details, and answer any specific questions you may have.

**Team Housing & Meals** - Providing the team with host families and meals with various families in the parish *is not an optional part of the program*. Please have these arranged well in advance. We ask you to have more than two families for all of the hospitality. The team will usually stay the night on Friday night and depart on Saturday morning. Sometimes the team may leave on Friday night depending upon the location of their next parish. The team will come to your parish very prepared and requires little assistance. The Team Leader and the Parish Coordinator will communicate with each other on all details for the week the team is in the parish.

**Teams Arrival - Saturday** - The team arrives on Saturday afternoon. They will speak at the Saturday evening Mass in order to promote the program to attract more participants and/or let the parish know more about the program. *Please ask your priest for permission.*

**Sunday** - On Sunday the team will continue to speak at the Masses and will set up and prepare for the program. On Sunday evening the Junior and Senior High School Program begins, running from 7:30-9:30pm each night and will continue through Thursday evening.

**Monday** - The Grade School Program begins Monday morning from 9:00am-3:00pm and continues each day through Friday morning. The program concludes on Friday afternoon with the water fight and other activities. The **parish potluck dinner** is typically held on Wednesday evenings at 6:00PM and is open to the entire parish. You are welcome to adjust these plans based on the needs of your parish. For example, you may have the potluck on another evening or do another activity such as an ice cream social. The potluck enables the parents and parishioners to get to know the team and hear a few songs from the kids.