



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

FOR THE MISSIONARIES	FOR THE PARTICIPANTS
<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Give the team time during Sunday liturgies to promote Totus Tuus to the parish.</li> <li><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.)</li> <li><input type="checkbox"/> Provide a “grab and go” lunch for the team each day.</li> <li><input type="checkbox"/> Provide at least TWO adult parish representatives each day to be in attendance during ALL programming. (including high school nights)</li> <li><input type="checkbox"/> Give the team clear expectations about when &amp; how to communicate with the pastor and parish staff.</li> <li><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.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide registration information well in advance of the Totus Tuus week.</li> <li><input type="checkbox"/> Handle all registration paperwork and collection of fees, turning them over to the Diocese upon receipt.</li> <li><input type="checkbox"/> Facilitate communication with participants’ parents, concerning dress code and water fight expectations.</li> <li><input type="checkbox"/> Make certain that first aid equipment is readily available and easy to locate for the team &amp; participants.</li> <li><input type="checkbox"/> Take accurate attendance each morning and communicate with the parish staff and team about absences.</li> <li><input type="checkbox"/> Help prepare and oversee the high school fun night on Thursday AND the water games on Friday.</li> <li><input type="checkbox"/> Advertise Totus Tuus during the Advent Season; focus on high schoolers who can also serve as volunteers.</li> </ul>

\*Dan Lacourrege