

# Totus Tuus Parish Coordinator Check List

Please send to Sister Margaret Kuntz ([mkuntzm@ptdiocee.org](mailto:mkuntzm@ptdiocee.org)) at least three weeks before your parish week.

*Are all of your adult volunteers in compliance with the diocesan safe environment policies?*

*Have you emailed the list of adults helping to the diocesan coordinator?*

## Arrival:

What time would you like the missionaries to arrive at your parish? \_\_\_\_\_

Would Father like them to speak at the weekend Masses? \_\_\_\_\_

What time are the weekend Masses? \_\_\_\_\_

## Attendance

How many children do you expected for each grade? (Entering in fall of 2020)

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>TH</sup> \_\_\_\_\_ 6<sup>th</sup> \_\_\_\_\_  
7<sup>th</sup> \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_ 12<sup>th</sup> \_\_\_\_\_

## Host Families

What time are the host families expecting the missionaries to arrive on Saturday? \_\_\_\_\_

Are dinners scheduled Saturday through Thursday (or Friday if the missionaries are staying) \_\_\_\_\_

Will there be a potluck? If yes, on what day at what time? \_\_\_\_\_

## Facility

What building will be used of the grade school and the middle school/high school program?  
\_\_\_\_\_

How many classrooms will the missionaries be using? \_\_\_\_\_

Will a projector and speakers be available? \_\_\_\_\_

Will there be a sound system with microphone available in the main meeting area? \_\_\_\_\_

What room will be available for the missionaries used for breaks and storage? \_\_\_\_\_

## Mass and Confessions

Will Father be available for:

Confessions during the weekdays? If yes, then when? \_\_\_\_\_

Daily Mas will be at \_\_\_\_\_?

Church tour with the 1<sup>st</sup> and 2<sup>nd</sup> graders will be on \_\_\_\_\_ at (time) \_\_\_\_\_?

Confessions and Adoration on Wednesday at 6:30 pm? \_\_\_\_\_

To expose the Blessed Sacrament (if there isn't perpetual Adoration at your parish) for the grade school children on \_\_\_\_\_ at \_\_\_\_\_

## Water Games

Will a fire truck be available on Friday afternoon for the water games? \_\_\_\_\_

Will the children have a snack after the water games? \_\_\_\_\_

Will you be having the human sundae? \_\_\_\_\_