Totus Tuus Parish Coordinator Check List

Please send to Sister Margaret Kuntz (kuntzm@ptdiocese.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)
1st ___________ 2nd ___________ 3rd ___________ 4th ___________ 5TH ___________ 6th ___________
7th ___________ 8th ___________ 9th ___________ 10th ___________ 11th ___________ 12th ___________

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 1st and 2nd 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? ___________________________