

# **Totus Tuus Expectations**

## **Diocesan Responsibilities**

- Supply team of trained missionaries to lead the Totus Tuus program and teach content
- Train parish coordinators on their responsibilities
  - Supply sample documents for inviting parishioners involvement
  - Give tips for achieving greater fruit
  - Teach strategies for filling donation requests, both physical and human
- Provide curriculum to be taught by missionaries
- Include bin with catechetical materials to be used in parishes
- Supply transportation for team while serving the parish
- Provide Team Support Coordinators who serve as mentors to teams and provide feedback and oversight while missionaries are in the field

## **Clergy Responsibilities for Parish**

- Daily Holy Mass at 11:15am
- Opportunity for Reconciliation Daily 10:45-11:15am
- Wednesday Evening - Parish Potluck 5:15pm
- Wednesday Evening - Teen Program Exposition/Adoration/Benediction 8:00-9:00pm
  - During Adoration, Reconciliation should be made available

## **Parish Coordinator Responsibilities**

- Promote the program and collect registrations
  - Collect Medical Release Forms, Parental Release Forms and Permission Forms for both the Grade School Program and Jr. & Sr. High School Program (including teen Thursday evening activity)
- Recruit minimum of 1 volunteer/room who will actively assist with discipline/classroom management
  - Recruit additional volunteers for rooms with 20+ students
  - Ensure all volunteers are in compliance with Safe Environment policies
- Reserve building facilities per parish manual
- Make preparations for the Friday Afternoon Recreation/ Water Games
- Organize Host Family Homes for all missionaries
- Schedule and/or confirm a priest(s) will be available for Clergy Responsibilities
- Organize and promote the potluck. Plan for set-up and clean-up for the event
- Organize Meals for Team of Missionaries throughout week
- Organize Snacks for Children and Teen Programs
- Arrange for a Tour of the Facilities for the team on Saturday afternoon
- Be available throughout week in case any issues arise, or delegate another to handle this responsibility
- Pay all fees to the Archdiocese in a timely manner