

# Totus Tuus Informational Guide



“Be a sign and an instrument of the Father’s mercy” –Pope Francis

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# TOTUS TUUS - “TOTALLY YOURS”

Totus Tuus is a summer Catholic youth program dedicated to sharing the Gospel and promoting the Catholic Faith through evangelization, catechesis, Christian witness, and Eucharistic worship. Our week-long Parish Summer Catechetical Program and Summer Camps assist parents and parishes in the evangelizing and catechizing of their youth by supplementing the work they are already doing.

The methodology, structure, content, and enthusiasm of Totus Tuus is concerned not only with teaching the Faith, but also igniting the hearts of the team members and the young people they encounter. The result has been the formation of young adults who continue to dedicate themselves to the Church’s mission of evangelization.

## **Our Mission**

The mission of Totus Tuus is to inspire in young people a true longing for holiness, a deep desire for daily conversion and an openness to their vocation by the constant challenge to give themselves entirely to Christ through Mary and by continually strengthening their prayer lives in imitation of Her.

## **Our Motivation**

Totus Tuus, a Latin phrase meaning “Totally Yours,” was the motto of Pope Saint John Paul II. Taken from St. Louis de Montfort’s True Devotion to Mary, it signifies our desire to give ourselves entirely to Jesus Christ through Mary. It also expresses our effort to give our all to every young person we encounter. Through the teams’ example of joy and service, the youth see that these men and women are on fire with the Catholic Faith and long for the same thing in their lives.

## **Our Method**

Totus Tuus calls upon college students and seminarians from across the United States to carry this mission to every young person they encounter in the parish program, at camp, or the special needs program. Students are hired for their energy, enthusiasm, love of the Faith, commitment to spiritual growth, ability to work with a team and a desire to work with youth.

Parish catechists are grouped into teams of four, each consisting of two men and two women, and are invited to a different parish every week for seven weeks, where they conduct a week-long “parish mission,” teaching and inspiring the parish’s first through twelfth grade youth.

## The Five Pillars of Totus Tuus

1. The Eucharist
2. Marian Devotion
3. Catechetical Instruction
4. Vocational Discernment
5. Fun

The Eucharist has pride of place in the Totus Tuus schedule, for both team members and youth. Prayer: The Liturgy of the Hours, the Rosary, the Angelus, the Chaplet of Divine Mercy and Adoration of the Blessed Sacrament provide the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit” of the daily schedule.

Totus Tuus catechists and counselors will lead the young people to Jesus for a week; however, Mary will lead them to Jesus for a lifetime. Therefore, Totus Tuus promotes Marian devotion. Meditating on the mysteries of the Rosary, we come to see how Mary always leads us to her Son. Praying with her and to her, we hear her say to us, “Do whatever He tells you” (John 2:5).

An authentic catechesis, rooted in an orderly and systematic explanation of God’s revelation of Himself through the person of Jesus Christ, provides the foundation of the program’s teaching. Totus Tuus instructs young people in the basic tenets of the Catholic Faith to cultivate both a firm intellectual grounding and a solid relationship with Jesus. All of our teaching aims to help young people grow in the understanding of, strengthen their Faith in, and, most importantly, develop an intimate friendship with Jesus Christ.

Totus Tuus strives to foster Christian vocations by encouraging young people to begin discerning God’s call in their life to be married, a priest, a religious or a consecrated single. Team members sign a “covenant” in which they promise to be open to and actively discern God’s will for them. Because they are striving to live an authentic Christian life and are actively discerning their vocation, they can better help the youth to do the same.

Finally, Totus Tuus demonstrates that one can be a faithful Catholic and still have fun. Morning “pump up,” silly skits and songs, recess, water fights in the parishes, and all.

## The Five Marks of Totus Tuus

1. Proclamation of the Gospel: To arouse faith
2. Explanation: Examination of the reasons for our beliefs
3. Christian Witness: An experience of Christian living
4. Celebration of the Sacraments: Especially Holy Eucharist and Confession
5. Active Witness: Participating in the Missionary Spirit of the Catholic Church

Totus Tuus joins the Church in her proclamation of the Gospel to arouse faith in the youth. Ready with “an explanation...for the reason for your hope” (1 Peter 3:15), Totus Tuus catechists expound upon the reasons for our beliefs and share their personal testimonies with the young people.

Pope Paul VI wrote, “Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses” (Evangeli Nuntiandi, 41). With this in mind, Totus Tuus team members are immersed in a life of prayer and give witness to the fruits of that experience of Christian living to the youth.

Additionally, the daily schedule of the Totus Tuus teacher revolves around the Mass, the Sacraments and prayer. A summer given entirely to God and the young people of the Church would not be possible otherwise.

## The Totus Tuus Curriculum

The Sacred Scriptures and the Catechism of the Catholic Church provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program. The 2016 curriculum will focus on Prayer, The Our Father and The Glorious Mysteries.

Consequently, Totus Tuus has divided the four pillars of the Catechism into a six-year teaching cycle:

- Year One: The Mystery of Salvation
- Year Two: The Apostles’ Creed
- Year Three: The Sacraments
- Year Four: The Commandments
- Year Five: The Virtues
- Year Six: Prayer and the Our Father - 2016

To complement this six-year cycle, Totus Tuus follows a four-year cycle dedicated to the mysteries of the Rosary:

- The Joyful Mysteries
- The Luminous Mysteries
- The Sorrowful Mysteries
- The Glorious Mysteries - 2016

# DAILY SCHEDULE

The following is the suggested schedule for use during the week of Totus Tuus. This schedule can be adapted to meet the needs of a particular parish.

## TEAM

6:30 a.m. Rise

7:00 a.m. Breakfast

7:45 a.m. Morning Prayer (Lauds), Rosary, and Silent/Meditative Prayer

## 1st - 6th GRADE PROGRAM

9:00-9:20 a.m. Songs and Skits

9:20-10:00 a.m. Class Period #1

10:00-10:15 a.m. Restroom Break OR Snack Break

10:15-10:45 a.m. Class Period #2

10:45-11:05 a.m. Music Preparation for Mass

11:05-11:25 a.m. Mass Preparation 11:00-11:25 a.m. Individual Classes to Confession

11:30 a.m. Mass

12:15-1:00 p.m. Lunch and Recess

1:00-1:15 p.m. Cool Down-Water Break

1:15-1:50 p.m. Class Period #3

1:50-2:10 p.m. Restroom Break OR Snack Break

2:10-2:40 p.m. Class Period #4

2:40-3:00 p.m. Gather, Review and Closing Prayer

3:00 p.m. Dismissal

## TEAM

3:15 p.m. Clean-up/Set-up/Team Meeting

3:30 p.m. Evening Prayer (Vespers) and Chaplet of Divine Mercy

4:00 p.m. Team Recreation

5:30 p.m. Dinner

## JUNIOR & SENIOR HIGH SCHOOL PROGRAM

7:30-7:45 p.m. Introduction and Review 7:45-8:15 p.m. Session #1

8:15-8:45 p.m. Session #2

8:45-9:00 p.m. Snack Break 9:00-9:30 p.m. Session #3

9:30-9:45 p.m. Night Prayer (Compline)

9:45 p.m. Dismissal

# GRADE SCHOOL PROGRAM

The Totus Tuus Grade School Program is designed for children going into first through sixth grades in the 2016-2017 school year. The Grade School Program runs Monday through Friday.

The students are encouraged to be clear and consistent in their Faith. They are shown how to view their Lord as a good Father. This personal relationship gives them the confidence to be Christ's witnesses in the world around them. Finally, Totus Tuus endeavors to show the youth that a humble and courageous desire to know God must be based upon a steadfast and disciplined life of prayer combined with the reception of the sacraments.

## Facilities

In order for the Grade School Program to run smoothly, the team requests one large hall or room for their main assemblies. (This same room can be used as a lunchroom, if necessary.) It is helpful to provide a microphone for the team.

The size of the student body and number of teams assigned to each parish will determine how much classroom space is needed. For one team this will mean having four classrooms available for use; for two teams, eight classrooms; for three teams, twelve rooms. It would be ideal that classrooms be Wi-Fi accessible and have one laptop and projector provided that can be carted to different classrooms.

Each classroom should have a chalkboard or a dry-erase board. For the 1st and 2nd grade classroom, it is ideal to have a large enough room to have some empty space near the board for the children to gather on the floor, as well as tables set up with chairs for their activities. Team members will set up the rooms. It is very important that the church be available for Mass and confessions everyday. Each class will take time to spend time in the Adoration Chapel, for a short time on Thursday afternoon. If there is not an Adoration chapel, the team will take youth to the church. It would be ideal if Father would expose the Blessed Sacrament. Father is invited to lead the kids in prayer and songs during their time in Adoration, but if he is not available, the team will do so.

## Volunteers and Safe Environment

Each parish should assign one person to be the "parish coordinator." The coordinator will work with the diocesan office and make arrangements in advance for the team's arrival to ensure the week runs smoothly. Duties are described throughout this guidebook and listed on page 16.

The parish coordinator cannot possibly do everything by him- or herself. As such, we strongly recommend having a few high school students and/or adults to assist throughout the week. At the pastor's discretion teens may earn credit for volunteer hours.

There should be at least two adults present in the building at all times when the program is in session. Volunteers can assist the coordinator by setting up drinks and snacks, cleaning the kitchen, sweeping the floors after breaks and lunch, helping those who may become ill, and doing anything else the coordinator may ask.

Volunteers should also be utilized in the classrooms. For safe environment purposes, please have at least one volunteer per room. Three volunteers per room would be ideal—one to stay in the classroom with the teacher; two to accompany kids together out of the classroom when necessary.

During training, team members will be given the following safe environment guidelines in regard to the classrooms. If you cannot get volunteers for the classrooms, please make sure these guidelines are being followed. If there is no window in the classroom door, the door must be open. If there is a window in the door, the window is not to be obstructed. Totus Tuus takes the safety of children seriously. Thank you for your assistance in this matter.

No child should ever leave a classroom unattended. If a child has to leave in the middle of a class for any reason, at least one (preferably two) volunteer(s) should accompany the child(ren) to his/her destination.

Volunteers should not be alone with youth in the bathroom, but should instead wait outside in the hall for them. If it is necessary to go into the bathroom with a child, there should be two volunteers present. Classroom volunteers who are being disruptive will be asked to report to the parish coordinator.

The team leader will meet with classroom volunteers Monday morning at 8:30 a.m. to explain their responsibilities during the week. The parish coordinator should also attend this meeting.

All volunteers must have their background investigated, to assure that there is no history of a sexual crime with children or young people. There should also be an adult present with volunteers who are under 18. Volunteers over the age of 18, MUST be Virtus trained or have received similar training that is required by the diocese. A confirmation of this certification must be signed by the parish coordinator or, preferably, by the pastor and sent to the diocesan office. The Volunteer Virtus Certification can be found in the appendix.

It is the responsibility of the parish coordinator to make sure the volunteers have met these diocesan criteria.

## 2016 Curriculum: 1st - 6th Grades

*The 2016 Totus Tuus Curriculum will cover:*

Theme: Prayer and the Our Father

Mysteries: The Glorious Mysteries

Monday

Class #1 The Resurrection of Jesus from the Dead

Class #2 What is Prayer?

Class #3 How to Pray

Class #4 Saint Study

Tuesday

Class #1 The Ascension of Jesus into Heaven

Class #2 Expressions of Prayer

Class #3 Our Father Who Art in Heaven

Class #4 Saint Study

Wednesday

Class #1 The Descent of the Holy Spirit upon the Apostles

Class #2 Hallowed Be Thy Name

Class #3 Thy Kingdom Come. Thy Will Be Done on Earth, as it is in Heaven

Class #4 Saint Study

Thursday

Class #1 The Assumption of Mary, Body and Soul, into Heaven

Class #2 Give Us This Day Our Daily Bread Class #3 And Forgive Us Our Trespasses, as We Forgive Those Who Trespass Against Us

Class #4 And Lead Us Not Into Temptation, but Deliver Us from Evil. Amen.

Class #5 Children's Adoration

Friday

Class #1 The Coronation of Mary as Queen of Heaven and Earth

Class #2 Vocational Discernment

### **Lunch/Snacks/Recess**

While classes comprise a large part of the day, Totus Tuus is not school and makes sure that the kids have fun, too! Therefore, we have a short bathroom break in the morning, recess and "cool down" after lunch, and a snack break in the morning and/or afternoon. As seen on p. 5, the snack break may be moved to the morning. Please speak with your team as to what will work best for your parish.

We ask the parish to provide drinks throughout the day. **Water** is a necessity, but we also encourage

other drinks such as **lemonade** or **Kool-Aid**. The children will need drinks set out for them three times during the day: at lunch (12:15 p.m.), after recess (1:15 p.m.) and during snack break (9:50 a.m. OR 1:50 p.m.). We ask that volunteers have the snacks and drinks ready five minutes before each break. We also ask that the parish provide snacks (**crackers, fruit, veggies, granola bars, trail mix**) for the snack break.

The children should be asked to **bring sack lunches**, but drinks may need to be prepared. Some parishes choose to provide lunch for the children, especially on Friday afternoons. The choice is yours, but please be clear so parents know what to expect.

Recess follows lunch. Team sports are encouraged; therefore, children are invited to bring Frisbees, gloves, bats, and balls. The team will participate in recess with the children.

## **Mass and Confession**

It is in the Sacraments, especially in the Eucharist, that Christ Jesus works most fully for the redemption and sanctification of all mankind. We realize that Totus Tuus asks a lot of our priests who are already very busy, and for their presence and participation in the program we are extremely grateful. We have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous effect on the children. We strive to help the children participate fully and actively in the liturgy and consider this an integral part of our program.

It is the responsibility of the parish coordinator to arrange the liturgical and sacramental events with the priest.

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the **daily celebration of Holy Mass** at 11:30 a.m. We also suggest that opportunities for the **Sacrament of Reconciliation** be made available every day before Mass, beginning at 11:00 a.m. This schedule can be adapted to meet the needs and special circumstances of your parish. If you would like to discuss alternate schedules, please contact the Office of Vocations as soon as possible.

The oldest students will be sent to Confession on Monday and younger grades as the week progresses. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist.

The youth will participate at Mass by serving, bringing up the offertory gifts and proclaiming the readings and petitions. Totus Tuus team members will lead the children in a few songs during Mass; therefore, it is

not necessary to ask the music director or choristers to be there.

The team will prepare the children for Mass and Confession, and they will practice the songs as well. The children will be expected to behave during Mass—and at all times during the week. Their Friday afternoon schedule depends on it!

If a priest is unable to preside at and/or secure a replacement for the Mass at any point during the week, the team will take the children to the church to pray the Rosary, Mid-day Prayer, or the Stations of the Cross.

**Children's Adoration** will take place on Thursday afternoon. If your parish has a perpetual Adoration chapel, the children will be taken there, if not, the children will be taken to the Church during this time. This will be led by the team and involvement from the pastor is completely optional. It is suggested to give notice to the scheduled Adorers that the children will be in the Adoration chapel.

## **Friday Afternoon**

On Fridays, we follow the usual schedule through lunch, but then it is modified to allow for “fun time” on Friday afternoon. Students still bring their lunches or some parishes like to take this opportunity to have a “cook out” (usually hot dogs and chips). After lunch there will be no formal classes.

The water games are scheduled to begin at 1:45pm. Friday afternoon's festivities can be held in a nearby park or recreation area, or just in a large, open area (the parking lot will suffice) on your church grounds. During these water games will be a water-balloon toss and a “water fight” for which students can bring water guns, squirt bottles, buckets, etc. The team will provide the water balloons. By about 2:40 p.m. the water fight ends and students help the team clean up the area.

The parish is asked to provide water hoses and wading pools or a stock tank, etc. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon.

Some parishes ask the local fire department to send a truck and join in the water fight. This adds a considerable amount of water (and fun), but is completely optional.

Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students come wearing something that can be ruined; they will not be allowed to change clothes. The team will talk to the children about Friday afternoon at the close of the day on Thursday, giving them the rules of the day, what to bring for the water games, and what to wear.

The day is closed, as is every day, with song and prayer.

# JUNIOR AND SENIOR HIGH SCHOOL PROGRAM

Totus Tuus offers an evening program for junior and senior high school youth. Junior High youth are those entering the 7th or 8th grades, and Senior High youth are those entering grades 9-12 for the 2016-2017 school year. These grade levels meet Sunday through Thursday.

We have found that vibrant, faithful, college-aged teachers can effectively impact the youth at this age. Two reasons for this have been noticed: the close proximity of age and the ability to establish mentor relationships, i.e., big brother or big sister.

The Totus Tuus Junior and Senior High School Program comprises instruction, small group discussions, quiet meditation, prayer, and fellowship. The team teaches in such a way as to offer a dialogue in which each person feels respected in his or her most basic dignity.

The junior high students will join the senior high students for the evening program; however, their classes will remain separate to maintain an atmosphere and discussion level that is appropriate for both age groups.

## **Facilities**

Similar to the Grade School Program, the team needs one large hall or room with Wi-Fi access for their main assemblies. If the group is large, it is helpful to provide a microphone for the team.

The size of the student body and number of teachers assigned to each parish will determine how much classroom space is needed. Generally, the team will need two classrooms available for use.

The church needs to be available for Adoration and Confessions one evening of the week, usually Tuesday.

## **Supplies**

It would be helpful to have the following supplies for the high school sessions: a laptop, projector, a chalkboard/dry erase board, speakers with a cord for an iPod, Bibles, 5-7 votive candles, a large crucifix, and a decorative cloth.

## **Schedule**

Each evening session runs from 7:30 p.m. until 9:45 p.m. There will be time for fellowship, snacks, and two instructional sessions most evenings. The schedule varies, as described on p. 13, on Tuesday and Thursday.

## 2016 Curriculum: 7th – 12th Grades

	Session #1	Session #2	Session #3
Sunday	Social Time	The Our Father: Part I	The Our Father: Part 2
Monday	What is Prayer?	Expressions of Prayer	The Battle of Prayer
Tuesday	Heroic Virtue: The Life of Fr. Kapaun	Living as a Man/Woman of God	
Wednesday	God's Abundant Mercy	Meditation	Confession and Adoration
Thursday	Evening Social		

### Snacks

There is a 15-minute refreshment break at 8:45 p.m. We ask the parish to supply the refreshments Sunday, Monday, and Tuesday evenings. No snacks are needed on Wednesday or Thursday evening.

### Adoration and Confession

On Wednesday evening, the youth adore Christ face-to-face during Exposition of the Blessed Sacrament. During the same time, the youth are encouraged to receive the Sacrament of Confession. Thus confessors will be needed from 8:30-9:30 p.m. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist. This evening may be moved to another day of the week, if necessary; please remember to adjust snacks and schedule the priest accordingly.

### Thursday Evening Social

On Thursday evening, the last night of retreat sessions, the team will spend time in fellowship with the youth. Activities for Thursday evening may include anything that allow the team members and youth to interact on a social basis, e.g., a barbecue at the lake, going out for pizza and bowling, going to a parishioner's home for a cookout and swimming, etc. This is a great chance for the team to make a personal connection with the youth and establish a mentor relationship. The youth are responsible for the cost of the outing, usually no more than \$5. If the activity is off-site, the youth are to provide their own transportation; Totus Tuus will not be responsible for transportation. If off-site, youth will need a permission form from their parent(s)/guardian(s).

# THE TEAM

Each Totus Tuus team usually consists of two men and two women. The teachers are chosen based upon their commitment to the Catholic Faith, desire to teach the Faith, love of children, energy, enthusiasm and leadership abilities.

In order to run a week of Totus Tuus smoothly, the teachers adhere to a well-defined schedule which has as its foundation and backbone a structured prayer life.

The daily schedule as pertains to the grade school program during the day and the evening program for the older youth in the evenings has already been discussed. This section will lay out the rest of the team's day and the larger weekly schedule.

## Arrival/Setup

The team **arrives on the Saturday afternoon** or evening prior to the week of teaching.

Please inform the team leader if members of the team will be **speaking at the Masses** that weekend. Speaking at Mass is an excellent opportunity to publicize the coming week with a brief presentation about Totus Tuus. Often this presentation will help bring in more youth to participate in the week's program.

The team should **meet with the parish coordinator and pastor** (if available) for a formal meeting and touring of the facilities on Saturday evening. The team will set up the facilities on Sunday afternoon. Due to the early morning and late night scheduling of events, some parishes have found it convenient to provide the team leader with a key to the facilities. If you choose not to do this, please make sure the team leader knows who will have facility keys for the week.

## Host Families

Because the teachers are "out on the road" we ask that the parishes find host families to provide **sleeping arrangements**, a morning **continental breakfast**, and possibly snacks to refuel. The team needs two "host homes," one for the men and one for the women. **Men and women are to be housed separately.** It is easier for the team and the parish if the host homes are close to each other and to the parish, but the team will be grateful for any housing.

The interaction at host homes is valuable for both the team members and the families. However, because of the team's schedule, it is important to stress that the team may occasionally be late getting home due

to team meetings. Also, team members may not always be present at the host families' homes in the afternoons due to planning and setup.

Housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Friday evening or Saturday morning. Each team will provide their own transportation to and from the parish. It is helpful to give the team driver a list of the names, addresses, phone numbers and directions to the homes for housing and evening meals.

## Meals

Please plan to provide all of the team's meals while the team is at your parish. Depending on the specifics of the week's schedule at your parish, the team may not require dinner at a host family's every night.

The host family provides a continental style **breakfast** at 7:00 a.m. Breakfast need not be anything fancy or requiring effort; cereal, fruit, granola bar or toast is sufficient.

**Lunch for Saturday** (if the team has arrived) **and Sunday** can be at the host families' homes. Please ask the host families not to plan any activities for the team on Sunday after Mass and/or lunch. This is "team time" and needs to be protected. The teams keep a demanding schedule each week for eight weeks. Like all of us, they require "down time." Honoring God's commandment to keep holy the Sabbath, Sunday afternoon is their time for rest, recreation, and team fellowship, as well as time to prepare for the coming week.

**Lunch for Monday through Friday** should be provided by the parish or a parish family at 12:15 p.m. Volunteers assisting in the kitchen can prepare the lunch or the team can fix sandwiches from food brought in. Buffet style works best, and whoever is providing the meal may want to bring extra food for the volunteers, priest, etc.

**Dinner on Saturday** should be scheduled for as early after Mass as possible. It would be ideal if the parish coordinator could host dinner on Saturday evening, as that would give everyone a chance to meet. If this is not possible, please find a family who can have them for dinner.

**Dinner on Sunday, Monday, and Tuesday** should be provided at 5:30 p.m. Please arrange for families in the parish to host the team for supper. This allows for more families to be involved and provides an excellent opportunity for the team to interact with families of the parish. A family may prepare and serve the meal, have food brought in, or take the team out to eat.

Since the team is on a tight schedule, please do not schedule supper any earlier or later than 5:30 p.m.

unless the team leader is notified. The team will leave the family's home no later than 7:00 p.m. to return to the parish for the evening program.

The team will not require a meal at the time the **Parish Potluck** is held. If a potluck is not held, please be sure that a family is lined up to host the meal for the team.

The team will not need **dinner on Thursday** if their evening social with the junior high and senior high school youth involves a meal. If no meal is planned within the Thursday night activity, please find someone to host the team for dinner at 5:30 p.m.

The need for **dinner on Friday** will be determined when the team leader calls the parish coordinator during the week before the program.

# PARISH INVOLVEMENT

The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved. We have already mentioned the need for volunteers to help during the day program and host families to house and feed the team(s) during the week. Here are two additional ways to get a larger portion of the parish involved.

## **Parish Potluck Supper**

The parish is asked to sponsor a potluck supper for the children, their families and all parishioners. It is recommended that the potluck be held after one of the weekend Masses. This will give the team an opportunity to mingle with parishioners and invite children to attend Totus Tuus before the week begins. The potluck may take place after the Saturday evening Mass or could be a breakfast following a morning Mass on Sunday. No meal plans will be needed for the team when the potluck takes place. If a potluck does not take place, please have a family host the team for the meal, but is recommended that it take place.

We encourage this to be a parish-wide event. This gathering gives the team an opportunity to meet families and other parish members. It is also an excellent opportunity for the parents to meet and get to know the teachers, where they are from, etc. During the potluck the team leader will introduce the team and explain a little about the history and mission of Totus Tuus.

Some parishes have adopted alternate means of having the parents and team meet. For example, one parish has “special lunches” for its grade school program. Parents and team members join the kids for a brown bag lunch at the parish; each grade, or cluster of grades, has its own special lunch on a different day, in a room separate from the rest of the grades. If you have an alternate plan that works well, please let the Office of Faith Formation know.

## **Intercessors**

While the team is at your parish, and even before they arrive, we recommend recruiting intercessors to pray for and provide spiritual assistance to the team, the youth, the coordinators and volunteers, and the pastor of your parish. This is a great way to involve parishioners who don't have school-aged children attending Totus Tuus.

Ask the regular Adorers, daily Mass goers, members of the Altar Society, the Knights of Columbus, or the Rosary Guild—indeed, anyone you can think of—to commit to daily or weekly prayer for the team, the participants, and the program. They can pray in whatever way they like: offer Masses, Holy hours, Rosaries, Chaplets; intercede with petitionary prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners.

# PARISH COORDINATOR INFORMATION

The responsibilities of the Parish coordinator for the program are as follows:

- Reserve facilities:
- Classrooms and gathering space for the week and help the team set up if possible.
- Fields or other play area for recess and Friday afternoon “fun time.”
- Large room for the parish potluck.
- Arrange for Friday afternoon “fun time” supplies, e.g., fire department, stock tank, popsicles.
- Promote the program and collect registrations.
- Collect Medical Release Forms, Parental Release Forms and Permission Forms for the Grade School Program and for the Jr. & Sr. High School Program’s Thursday evening activity.
- Recruit volunteers to help during the day program.
- Send the “Volunteer Virtus Certification” form to the Office of Vocations. The form can be found in the appendix of this handbook.
- Recruit intercessors to cover the team and your young people in prayer.
- Arrange how snacks will be provided for the day and evening programs.
- Find separate host families for men and women.
- Arrange families (different than those providing housing) to provide meals for the team during the week.
- Schedule a priest(s) for daily Mass, Confession, and Adoration.
- Schedule a priest for Adoration and Confession Tuesday night.
- Organize and promote the potluck, as well as set-up and clean-up.
- Have materials (a laptop, a projector, a chalkboard/dry erase board, speakers with a cord for an iPod, Bibles, 5-7 votive candles, a large crucifix, and a decorative cloth) gathered for the team upon their arrival.
- Meet with the team upon their arrival.
- Remit remaining balance to the diocesan office.

At least one week prior to arrival, the team leader will contact the parish coordinator to make all necessary arrangements. The team will arrive on the Saturday of the scheduled week, unless prior arrangements have been made.

## **Registration**

We are asking for a suggested donation of \$500.00 per parish. Inability to make this donation will not prevent Totus Tuus from being held at your parish. It is exclusively to help offset costs of the program and the team.

## **Funding Tips**

The amount the parish charges for participating youth is entirely up to the parish. We recommend around \$10 per child or \$25 for families of three or more. At \$10/child, a parish with 80 youth in the Grade School Program and 30 youth in the Junior and Senior High School Program would take in \$1,100.

Throughout the years, many Knights of Columbus councils and parish men's groups have assisted in bringing the program to various parishes. Would a group at your parish be willing to help sponsor Totus Tuus?

## **Registration and Deposit**

An online registration form is available through the diocesan office. If you don't have internet access, a hard copy of the parish registration form is available upon request. If you have difficulty with the online form or need another hard copy, please contact the Office of Vocations as soon as possible.

***Registration forms are due by May 2, 2016. However, please understand that parishes will be scheduled on a "first-come, first serve" basis ONLY when the completed registration form is received.***

Once your registration form has been received by the Office of Vocations, you will receive confirmation of your date.



# SAMPLE - TOTUS TUUS 2016 REGISTRATION FORM

Name of Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name(s) of Child(ren)	Allergies, Medications & Dosage, Medical Conditions, Food Restrictions	Grade in 16-17

ADDITIONAL EMERGENCY CONTACT INFORMATION: Name and phone number of an adult to reach in case of emergency in the event that you cannot be reached at the numbers above.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

## Medical Authorization:

I understand that the Diocese of Davenport and Totus Tuus assume no responsibility for accidents which may occur in association with diocesan events and activities. I agree to use my/our personal insurance to cover any such incidents. I understand that, in the event medical intervention is needed, every attempt will be made to contact the persons listed above. In the event those individuals cannot be reached, I/We hereby give permission to the physician or any other qualified medical staff selected by the event leader to hospitalize, secure medical treatment, and/or order injection, anesthesia, or surgery for Participant as deemed necessary.

## Permission for Other Medical Matters:

\_\_\_\_ YES, in the event it comes to the attention of the Diocesan and/or parish chaperones that my child complains of illness, I grant permission for non-prescription medication (such as Tylenol, lozenges, etc.) to be given to Participant.

## Release of Liability for Youth and Adults:

I understand all reasonable safety precautions will be taken at all times by the Diocese of Davenport, Totus Tuus and its employees and agents during the events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree to indemnify and hold harmless the Diocese of Davenport and Totus Tuus, its leaders, employees and volunteer staff from any and all claims arising from or in connection with attending this event.

## Code of Behavior for Youth and Adults:

I agree to abide by and/or instruct my child to abide by all rules and regulations as outlined by the aforementioned chaperones/representatives. I agree that if I/Participant fail(s) to abide in any way by the rules, that I/Participant can be dismissed from the event and sent home immediately at my/Participant's expense with no right of reimbursement or refund for any amount in connection therewith from the Diocese of Davenport or its chaperones/representatives.

## Photo release:

\_\_\_\_ YES, I hereby authorize the Diocese of Davenport and Totus Tuus and its agents to utilize photographic and/or video images of me or my child by the Diocese of Davenport. In giving my consent, I hereby indemnify and hold harmless the Diocese of Davenport and Totus Tuus and its agents from any and all responsibility of liability. I understand that I will receive no compensation should any photograph and/or video of me or my child be used.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_