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TOTUS TUUS

The Totus Tuus parish summer catechetical youth program is a week-long “parish mission” for Catholic youth entering grades 1st through 12th. It is dedicated to the proclamation of the Gospel and promoting the Catholic faith through evangelization, catechesis, apologetics, Christian witness, the sacraments, Marian devotion, and Eucharistic worship.

Totus Tuus aims to 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 young people. The result has been the formation of youth and young adults who continue to dedicate themselves to the Church’s mission of evangelization.

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 constantly challenging them to give themselves entirely to Christ through Mary and by continually strengthening their prayer lives in imitation of Her.

Totally Yours

Totus Tuus, a Latin phrase meaning “totally yours,” was the motto of Venerable Pope 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 the hands of our Blessed Mother Mary. It also expresses our effort to give all that we have to every young person we encounter.

When asked to explain this motto chosen for his papacy, Pope John Paul II responded “Totus Tuus. This phrase is not only an expression of piety, or simply an expression of devotion. It is more.... At first, it had seemed to me that I should distance myself a bit from the Marian devotion of my childhood, in order to focus more on Christ. Thanks to Saint Louis of Montfort, I came to understand that true devotion to the Mother of God is actually Christocentric, indeed, it is very profoundly rooted in the Mystery of the Blessed Trinity, and the mysteries of the Incarnation and Redemption” (*Crossing the Threshold of Hope*, p. 212-213).

Method

Totus Tuus calls upon college students and seminarians from the Catholic Diocese of Peoria and across the United States to carry this mission to every young person they encounter. Totus Tuus teachers are hired for their energy, enthusiasm, love for the faith, commitment to spiritual growth, ability to work with a team, and desire to work with youth.

Teachers are trained, grouped into teams of four, and sent out to a different parish every week for five weeks, where they conduct a week-long “parish mission,” teaching and inspiring the parish’s youth. It is through the teams’ example of authentic Christian living, centered on prayer and the sacraments, that they are able to be witnesses. “Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses” (*Evangelii Nuntiandi*, 41). The youth

see that these teachers who are joyful and on fire with the Catholic faith and long for the same thing in their lives.

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

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 participants. Prayer—the Liturgy of the Hours, the Rosary, the Angelus, the Chaplet of Divine Mercy, and Adoration of the Blessed Sacrament—provides the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit of the Christian life” (*Lumen Gentium*, 11) and of the daily schedule for Totus Tuus.

Totus Tuus teachers will lead the young people to Jesus for a week; however, Mary will lead them to Jesus for a lifetime. “Mary is a ‘living catechism’ and ‘the mother and model of catechists’” (*Catechesi Tradendae*, 73). 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).

“Authentic catechesis is always an orderly and systematic initiation into the revelation that God has given of himself to humanity in Christ Jesus” (*Catechesi Tradendae*, 22). Thus an authentic **catechesis** 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 an understanding of the Catholic faith, strengthen their faith life, and, most importantly, develop an intimate friendship with Jesus Christ. “Catechizing is in a way to lead a person to study [the mystery of Christ] in all its dimensions” (*Catechesi Tradendae*, 5).

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” to grow in virtue and in their relationship with God that they might be open to receive their vocation from God. 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. Historically those team members who enter seminary or religious life find that seeds of their vocation were planted during Totus Tuus. Additionally, team members often cite Totus Tuus as an aid to their discernment to married life, especially through their ability to encounter and interact with holy families and marriages in the parishes.

Finally, Totus Tuus demonstrates that one can be a faithful Catholic and still have **fun**. Morning “pump up,” skits, songs, recess, games, and the water fight in the parishes infuse the element of fun in the

program. The youth learn a great deal while having fun at the same time.

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. 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 Apostle's Creed

Year Three: The Sacraments

Year Four: The Commandments

Year Five: The Virtues

Year Six: Prayer and the Our Father

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

The curriculum to be covered in 2016 is shown in bold above.

DAILY SCHEDULE

The following is the schedule for use during the week of Totus Tuus. We adhere to this rigorous schedule throughout the summer. It can be adapted to meet the needs of a particular parish, although that is not recommended. If you would like to make adjustments to the schedule to accommodate any special circumstances in your parish, please notify the Vocations Office or your Team Leader as soon as possible.

TEAM

6:30 a.m.	Rise
7:00 a.m.	Breakfast
7:30 a.m.	Arrival at Parish for Morning Prayer (Lauds), Rosary, and Silent/Meditative Prayer

1st - 6th GRADE PROGRAM

8:40 a.m.	Setup
9:00 a.m.	INTRODUCTION
9:15 a.m.	Warm-up/Songs
9:25 a.m.	CLASS PERIOD #1
9:50 a.m.	Snack Break
10:10 a.m.	CLASS PERIOD #2
10:35 a.m.	Music Preparation for Mass
10:45 a.m.	Mass Preparation/Confessions
11:15 a.m.	MASS
12:00 p.m.	Lunch-Recess
12:45 p.m.	Cool Down-Water Break/ decade of the Rosary w/ day's mystery
12:55 p.m.	CLASS PERIOD #3
1:20 p.m.	Skit Break
1:40 p.m.	CLASS PERIOD #4
2:15 p.m.	Gather, Review and Closing Prayer
2:30 p.m.	DISMISSAL

TEAM

2:30 p.m.	Clean-up/Set-up for next day/Team Meeting
3:00 p.m.	Evening Prayer (Vespers) and Chaplet of Divine Mercy
3:30 p.m.	Team Recreation
5:00 p.m.	Dinner

JUNIOR HIGH & HIGH SCHOOL PROGRAM

6:45 p.m.	Arrival/Setup
7:00 p.m.	Introduction/Activity
7:30 p.m.	SESSION #1
8:00 p.m.	Break
8:15 p.m.	SESSION #2
8:45 p.m.	Night Prayer (Compline)
9:00 p.m.	DISMISSAL

WEEK AT A GLANCE

While Totus Tuus keeps a rigorous schedule, during the course of the week there are slight deviations to the typical daily schedule that are intentionally built into the program. The following gives a brief glance at the week's major events. Please note that these are all discussed in greater detail further on in this document.

SATURDAY

- Team arrives late afternoon
- Tour of Parish's Facilities
- Team speaks at Vigil Mass
- Meet with Parish Coordinator and/or Pastor
- Meet with Host Families providing housing for the week

SUNDAY

- Team speaks at all Masses
- Set up of the Parish's Facilities
- Junior High and High School Program Begins

MONDAY

- Grade School Program Begins

TUESDAY

- Adoration & Confession Night at Jr. High/HS Program

WEDNESDAY

- Parish Potluck Dinner

THURSDAY

- Social Night at Jr. High/High School Program
- Jr. High/High School Program Ends

FRIDAY

- Friday Fun Activities for Grade School Program – Human Sundae & Water Fight (no afternoon classes)
- Grade School Program Ends
- Team Departs

GRADE SCHOOL PROGRAM

The Totus Tuus Grade School Program is designed for children entering first through sixth grades in the 2016-17 school year. The Grade School Program runs Monday through Friday from 9am to 2:30pm.

Totus Tuus endeavors to show the youth that a humble and courageous desire to know God must be based upon a personal relationship with our Lord and a steadfast, disciplined life of prayer combined with the reception of the sacraments.

The Grade School Program is very structured with the high point of each day being Mass, allowing us to center everything we do around Christ present to us in the Eucharist.

The largest portion of each day is spent on catechesis of the youth in a classroom setting. The children are split up into age groups (usually 1st & 2nd, 3rd & 4th, and 5th & 6th) so that instruction and questions can be directed appropriately.

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 “pump up” to start each day, snack break in the morning, recess and “cool down” after lunch, and a skit break in the afternoon.

2016 Curriculum: 1st - 6th Grades

As stated above, the Totus Tuus program has divided the four pillars of the Catechism of the Catholic Church into a six-year cycle. To complement the Catechism cycle, Totus Tuus adds a four-year cycle dedicated to the mysteries of the Rosary. In 2016, Totus Tuus will cover:

Theme: Prayer

Mysteries: The Glorious Mysteries

(Pending Curriculum)

Monday

Class #1 The Resurrection

Class #2 God’s love in Creation

Class #3 Continued in God’s love in Christ and the Holy Spirit

Class #4 Our Response back

Tuesday

Class #1 The Ascension

Class #2 How God speaks through the Holy Spirit and Scripture

Class #3 Our Father and Hail Mary

Class #4 Treaties on Prayer

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Wednesday

Class #1 The Descent of the Holy Spirit

Class #2 Our Father: The Perfect Prayer

Class #3 Lead us not into Temptation and Jesus' example

Class #4 Mary: Our Advocate

Thursday

Class #1 The Assumption

Class #2 The given Word of God and the Eucharist

Class #3 Mass; Source and Summit of our Faith

Class #4 Adoration

Friday

Class #1 The Coronation

Class #2 Our Mission to Serve: Stewardship and Vocations

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 eternally 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 Contact to arrange the liturgical and sacramental events with the priests. It is best to inform and schedule the priests early for all the liturgical requirements.

Since Totus Tuus is a Eucharistic program and the Eucharist is the source and the summit of the Christian life, the **daily celebration of Holy Mass** at 11:15 a.m. is an expectation for each parish. However, we understand that things may arise unexpectedly, such as funerals. The Vocations Office and teams will work with you on this matter. This schedule can be adapted to meet the needs and special circumstances of your parish. If you are aware of a conflict in advance, please contact the Vocations Office to discuss alternate schedules as soon as possible. Conflicts that arise mid-week while the team is already at your parish can be handled just with the team.

Additionally, the **Sacrament of Reconciliation** is to be made available every day before Mass, beginning at 10:45 a.m. The 5th and 6th grade students will be sent to Confession on Monday and younger grades as the week progresses. If your parish has a large number of students for the week, it is recommended that additional priest(s) assist with confessions. If you have the maximum of 90 youth and only one priest hearing confessions daily, you will not be able to get through all of the children.

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, although they are certainly welcome.

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!

We ask that Father celebrates the liturgy as he would any daily Mass in accordance with the universal calendar and norms of the Church. For example, please celebrate the saint/feast of the day. We recognize that it might be tempting to use special readings or Eucharistic prayers for children; however Totus Tuus hopes to immerse the children and volunteers into the full Eucharistic faith of our Church. “The best catechesis on the Eucharist is the Eucharist itself, celebrated well” (*Sacramentum Caritatis*, 64).

If the priests of the parish are unable to preside at Mass, please ask around to secure a replacement. It is recommended to begin by asking the priest at the neighboring parishes and the retired priests in the area. Schedule permitting, it is *highly* encouraged that the priests from the parish take as much of the Mass and confession schedule as possible. The response from the youth is extremely positive seeing their parish priest(s) invest time in them through the sacraments. In the event that no priest is available for 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.

Facilities

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

Since the students are split into age groups during the class periods of the day, **three to four classroom spaces** are needed. Each classroom should have a chalkboard or a dry-erase board and chalk or dry-erase markers. For the 1st and 2nd grade classroom, it is ideal to have a large enough room to have open 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 by arranging chairs, desks and/or tables for the capacity of those registered for Totus Tuus upon arriving at the parish.

It is very important that **the church** be available for Mass and confessions every day. Additionally, the church should be available on Wednesday or Thursday afternoon for a church tour with the 1st and 2nd graders. Sometimes Father or Deacon wishes to be present and help lead the church tour; their presence is welcome but not necessary. As a special treat, sometimes the parish will allow the children into the sacristy to see all the vestments & vessels used during Liturgies. The church tour can be adjusted to a different day to accommodate the needs of your particular parish, please inform the team what day the church will be available.

Supplies

The Totus Tuus team will bring with them a majority of the supplies necessary to run the program. But each parish is asked to obtain the following supplies pertaining to the grade school program. Please note that many of these things do not need to be purchased; rather, see what can be borrowed from the parish or families in the parish.

- Crayons
- Paper – white copy paper
- Dry erase markers or chalk
- Recess equipment – balls, sidewalk chalk, etc.
- Items for both morning & afternoon skits
- CD player
- Access to broom, mop, garbage bags and other cleaning supplies
- Tubs, wading/baby pools, cleaned/lined garbage cans for water fight
- Coolers or smaller tubs to store water balloons
- Water hoses
- Supplies for Human Sundae activity on Friday—ice cream sundae toppings, tarp or kiddie pool for team member to sit on/in to facilitate easier cleanup

Snacks and Recess

We ask the parish to provide drinks throughout the day. **Water** is a necessity for the children; other drinks such as lemonade or Kool-Aid are also options. The children will need drinks set out for them at three points during the day: at the morning snack break (9:50 a.m.), at lunch (12:00 p.m.), and after recess (12:45 p.m.). We ask that your volunteers have the snacks and drinks ready five minutes before each break.

We also ask that the parish provide snacks (cookies, chips, crackers, etc) at the morning break. To make it easier on the parish resources, request that **all participating children provide one box of cookies or crackers (or a bag of chips, etc.) to share.**

The children should be asked to **bring sack lunches and a water bottle/drink.** However, drinks may need to be prepared for those who forget. Some parishes choose to provide lunch for the children, especially on Friday afternoon (see below). This is NOT a requirement, the choice is yours; just be clear on flyers and registration materials so the parents know what to expect.

Recess follows lunch. Team sports are encouraged; therefore, children are invited to bring frisbees, jump ropes, balls, etc. The team will participate in recess with the children.

The 1:20 p.m. break is not a snack break and will not require anything to be prepared by volunteers.

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 should still bring their lunches unless the parishes would like to take this opportunity to have an *optional* “cook out” (usually hot dogs and chips). After lunch there will be no classes.

Friday afternoon’s festivities are held in a large, open area on your parish’s grounds, either a grassy area or the parking lot. After lunch there will be a **human sundae**, **water balloon toss** and “**water fight**” for which students can bring water guns, squirt bottles, buckets, etc. By about 2:10 p.m. the water fight ends. We conclude the day with songs and prayer and then the students help the team clean up the area.

The parish is asked to provide **water hoses and wading pools, stock tanks, lined garbage cans**, 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!—and is completely optional.

The team will set up for the water fight beginning at 9 a.m on Friday. Please have access to all the water hoses, outdoor water faucets, wading pools, tubs, cans, etc. by that time. Also, a volunteer or two would be helpful (especially teen volunteers) Friday morning.

Another Friday afternoon Totus Tuus tradition is the “**human sundae.**” If the students have behaved well throughout the week, they are allowed to choose one team member to become a human sundae. Some of the children are asked to bring sundae toppings; the team member will be considered the ice cream. The sundae happens before the balloon toss and water fight.

At the beginning of the week the team will set ground rules of good behavior, especially at Masses, with the children. The children will then be “graded” on their behavior each day. If the children do not behave well, they will not get the sundae.

Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students wear something that can be ruined. 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 wear, what to bring for the water fight and human sundae. Fliers with important information will also be handed out on Thursday.

Parents are welcome to join Totus Tuus for Mass and afternoon fun. Please inform parents if they will need to provide their own lunch if they plan on coming. Although they are welcome to be there and watch the sundae and water fight, we recommend that they do not participate.

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

JUNIOR HIGH AND HIGH SCHOOL PROGRAM

Totus Tuus offers instruction in the evening for junior high and high school youth. Junior High youth are those entering the 7th or 8th grades for the 2016-17 school year. High School youth are those entering 9th grade for the 2016-17 school year through those who have just graduated high school. The Jr. High & High School Program meets Sunday through Thursday from 7:00 p.m. to 9:15 p.m.

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 High and High School Program comprises of 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.

Additionally, just like the grade school program, Totus Tuus is also FUN! Most evenings begin with an icebreaker activity or game to set the tone that Catholicism is exciting! It is also a time for the youth to bond and build relationships with the team and one another.

The junior high students will join the senior high students for the evening program; however, when appropriate, grades 7, 8, and 9 will separate from the older high school students to maintain an atmosphere and discussion level that is appropriate for both age groups and topics.

It is highly encouraged that that Youth Minister of the parish attend all or a portion of Totus Tuus' evening program. It is helpful on many levels, including meeting the participants who are not involved in youth ministry and inviting them to future events.

2016 Topics: 7th – 12th Grades

	<u>Session #1</u>	<u>Session #2</u>
Sunday	What is Prayer	Lectio Divina
Monday	Reintroduce Lectio Divina	Prayer Life
Tuesday	Adoration and Confession Talk/Meditation/Adoration and Confession	
Wednesday	Chastity/Theology of the Body	Vocations
Thursday	Apologetics Q&A	Evening Social

Tuesday Evening Schedule

Tuesday night adheres to a different format than the other evenings. The goal of the evening is to create a more prayerful retreat setting for the youth from the beginning of the evening. As you may notice there is no game or activity planned; rather, the students are lead immediately into a talk to prepare them for the Holy Hour.

Tuesday's schedule is as follows:

6:45 p.m.	Arrival/Setup
7:00 p.m.	Greet Students
7:05 p.m.	TALK: Confession & Adoration
7:40 p.m.	Meditation
8:00 p.m.	Exposition of the Blessed Sacrament
8:50 p.m.	Benediction
9:00 p.m.	Night Prayer
9:15 p.m.	DISMISSAL

While it is preferred to keep Adoration & Confession on Tuesday evening, it can be changed to another day depending on the parish's schedule and the priest(s) availability. If a change of date is required, Wednesday or Monday can be utilized in that order.

Adoration and Confession

On Tuesday evening, the youth adore Christ face-to-face during **Adoration of the Blessed Sacrament**. During the same time, the youth are encouraged to receive the **Sacrament of Confession**.

Solemn Exposition and Benediction should follow the liturgical norms of the Church, including the singing of the appropriate sacred hymns ("O Salutaris" and "Tantum Ergo"). One of the seminarians or male team members will be available to serve during Benediction.

Once the Blessed Sacrament has been exposed, the priest(s) should begin hearing confession. The majority of Adoration will be spent in silence, although, a few songs may be played periodically by the team to help redirect the youth's attention.

Since the actual time allotted for confessions is limited to approximately 50 minutes, additional priests may be required to hear confessions depending on the number of youth attending. We suggest a ratio of 1 priest for every 15 students. Similar to the grade school program, it is recommended to begin by asking the priests at the neighboring parishes and the retired priests in the area to assist.

Please have all priests arrive at 7:45 p.m. for last-minute instructions, location of confessionals, set-up for Adoration, and vest, if necessary.

Night Prayer (Compline) may be prayed during Adoration just before Benediction or at 9 p.m. after the dismissal for any youth who would like to stay afterward. This varies by team; they will clarify with the parish coordinator and the priest presiding at Benediction upon arrival at the parish.

If confessions took longer than anticipated and there are still youth who wish to go to confession at 9 p.m., we ask for a little flexibility from the priests. If the priests could stay to hear a few more confessions after Benediction, it would be greatly appreciated, especially since instilling the desire to attend confession in the youth is not an easy task. Please inform the priests coming for confessions that they should be done by 9:15 p.m. but there is a possibility it could extend further than 9:15 p.m.

Lastly, adoration and confession prove to be an extremely positive and powerful experience for the youth. The good work the team has done over the first two days of Totus Tuus is allowed to be given totally over to the Lord in His sacramental presence. The youth often desire to pray a little longer in the Church or speak to the team members on a more individual basis to further grasp what they have experienced. Note that due to safe environment policies a team member will never speak to a student alone; rather, they will speak to them individually in an open space, but removed from the larger group. At the same time, Totus Tuus will always respect curfews, parents who are picking up their youth, etc.

Facilities

Similar to the Grade School Program, the team needs **one large hall or room for their main assemblies**.

Two classroom spaces will be needed for the evening sessions/talks.

The church needs to be available for Adoration and Confessions on Tuesday evening.

Outdoor space such as the parish's **parking lot or grass area** may be utilized for some of the icebreaker activities and games.

Supplies

Each parish is asked to obtain the following supplies pertaining to the junior high & high school program. Again, please note that these things do not need to be purchased, rather see what can be borrowed from the parish or families in the parish.

- Paper – white copy paper or loose leaf
- Pens or pencils
- Dry erase markers or chalk
- Bibles
- 5-7 votive candles
- Desk lamp
- Religious statute or image
- Decorative cloths
- CD player
- TV & DVD player
- Access to broom, mop, garbage bags and other cleaning supplies
- 3 bags of marshmallows for Marshmallow Dodgeball

Snacks

There is a 15-minute snack and refreshment break at 8:00 p.m. While snacks are not a vital element to the program, they may require some coordination. Refreshments/snacks will be on Sunday, Monday, Wednesday, and possibly Thursday evenings. No snacks are needed Tuesday evening. All participants, including the junior high and high school students, are asked to donate cookies/crackers. These donations can simply be rationed for the week. Another option to keep costs down is have the parish provide snacks and refreshments on Sunday and then have the students sign up and take turns for the remainder of the week.

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 usually involve playing games or skits at the parish. Although not essential, food, cookouts or ordering pizza are very popular. The participants are usually responsible for providing food, but the parish is welcome to help coordinate/contribute. This is especially helpful if a cookout is planned. Due to the team's demanding schedule they cannot be responsible for shopping for such provisions. As with the snack break, food is not essential to the social or the Totus Tuus program as a whole, but it would require some extra coordination.

T-SHIRTS

Every summer Totus Tuus sells T-Shirts. The shirts are used for the promotion of the program and also to help offset the cost of Totus Tuus.

Every year we will have a new T-Shirt design. They will be available during the week of Totus Tuus at your parish.

We greatly appreciate the parish's assistance to help sell t-shirts, as it helps us keep the parishes' cost for the program as low as possible. Remember that pre-selling t-shirts does require a little more organization. A list of all pre-sold shirts broken down by size needs to be available for the team upon their arrival (this gets a tad tricky with late registrations). The team will give over to the parish all the sizes they have ordered. Note that pre-sold shirts may not be available for the first day of Totus Tuus. Since the team travels in one small car for the entire summer, they can only bring a limited number of shirts with them at a given time. During the course of the week someone from the Vocations Office may come to replenish shirts for the team.

Since the parish collected the money for those shirts a check in the corresponding amount needs to be sent into the Vocations Office or given to the team prior to distribution of the t-shirts.

There will be a limited number and sizes of Totus Tuus T-Shirts from previous year(s). These cannot be pre-sold. They will be available for sale from the team only. Cost will be \$5/shirt.

If your parish is pre-selling t-shirts, you need to contact the Totus Tuus coordinator periodically with updated numbers, especially the parishes during weeks 3-6. This is to make sure that enough shirts have been ordered for each parish.

THE TEAM

Each Totus Tuus team consists of four young adults, a combination of college students and seminarians. The teachers are hired based upon their commitment to the Catholic faith, desire to teach the faith, love of children, energy and enthusiasm, and leadership abilities.

In 2016, Totus Tuus of Peoria will have four teams. The teams will be co-ed, each consisting of two men and two women. Some of the teams will include a seminarian.

Initial Contact

The team leader will call the parish contact one week prior to the team's arrival. They typically call the Monday prior. Since Totus Tuus runs all summer, the team leader will be calling during his/her breaks while at another parish. Due to that, some phone tag may occur. They will go through the checklist provided to you, as well as other details necessary for their arrival. Expect to speak to them for approximately 20-30 minutes.

Arrival/Setup

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

The Totus Tuus team will attend and make an announcement regarding Totus Tuus at all of the Masses. 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. Lastly, the community is asked to pray for Totus Tuus.

The team should **meet with the parish contact and pastor** (if available) for a formal meeting and touring of the facilities on Saturday evening, either before or after Vigil Mass. 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.

Housing

As mentioned, there will be four co-ed teams serving the Diocese of Peoria this upcoming summer, 2016. Because the teachers are "out on the road," we ask that the parishes find host families to provide **sleeping arrangements**, a morning **continental breakfast**, possibly snacks to refuel the team during their afternoon break, and **use of laundry facilities** at some point over the course of the week.

Each team needs two "host homes," one for the men and one for the women. **Men and women must be housed separately.** Two separate host families will be needed. It is easier for the team and the parish if the host homes are close to each other and to the parish because there is only one car between the four team members, but the team will be grateful for any housing. If there is difficulty securing two host families, rectories can be utilized to house the male team members only. Please use this as a last resort.

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 evening until their departure the following Friday afternoon/evening. The team will provide its own transportation to and from the parish. It is helpful to give the team driver a detailed description or map to the location of the families who will be hosting the team, as well as those who will be providing the evening meals.

Host families can take on different shapes and sizes. Families with children, older adults, etc. are all potential host families. Teachers always need to be housed by gender in pairs of two, **no teacher can ever be housed alone**. At the home, teachers are required to have separate sleeping quarters. This means that whatever room the teachers sleep in (either a spare bedroom or a current family member's room the team is "borrowing" for the week), no one else is allowed to stay in that room while Totus Tuus is there. The teachers can be paired in one room together; two bedrooms are not needed. We do ask that separate beds, air mattresses, etc. be provided for each team member. Bathroom facilities can be shared with the family.

Meals

Plan to provide all of the team's meals while the team is in your parish.

Dinner on Saturday: should be scheduled following the conclusion of the Vigil Mass. It would be ideal if the parish coordinator could host dinner on Saturday evening, as that would give everyone a chance to meet. Another great idea is inviting the pastor & other priests of the parish to the dinner as well.

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 additional 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, team fellowship, and time to prepare for the coming week.

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

Lunch for Monday through Friday: should be provided by the parish or a parish family at 12:00 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 parish coordinator, volunteers, priest(s), etc.

Dinner on Sunday, Monday, Tuesday, and Thursday (and possibly Wednesday): should be provided at 5:00 p.m. Please arrange for families in the parish to host the team for dinner in their home. This allows for more families to be involved in hosting the team 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 dinner any earlier or later than 5:00 p.m. The team will leave the family's home no later than 6:30 p.m. to return to the parish for the evening

program. Additionally, we ask that those hosting the team for dinners are close to the parish; again, the tight schedule does not allow for traveling long distances.

Dinner on Wednesday: The team will not need dinner on Wednesday if the parish is hosting the potluck. If there will not be a potluck, please find someone to host the team for dinner at 5:00 p.m. If the potluck will be on another evening, please plan accordingly.

Departure

Please plan on the team departing after the program ends on Friday afternoon. The team leader will notify the parish contact during the initial contact phone call the week prior if they plan on leaving at a different time.

PARISH INVOLVEMENT

The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved. Already mentioned is the need for host families to house and feed the team during the week. Here are additional ways to get a larger portion of the parish involved:

Parish Potluck Dinner

Remember, this is an optional event that the parish can hold, but it is strongly suggested that you have it.

If the parish desires, a potluck supper for the children, their families, and all parishioners can take place on Wednesday evening. **The potluck dinner should begin at 5:15 p.m.** and wrap up around 6:30 p.m. to allow the team time to prepare for the evening program. Once again, this activity and the time are suggested; the day and time can be adapted to meet the needs of each individual parish.

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. During the evening the team will introduce themselves and explain a little about the history and mission of Totus Tuus. To close the night, the team will lead the children in some songs and a Q&A session with the kids to show the parish what the 1st–6th grade youth have been learning throughout the week.

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 attendees, members of the Knights of Columbus, Rosary or Prayer Groups – 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; intercessory prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners.

Lastly, invite the parish to attend the 11:15 a.m. daily Mass during the week of Totus Tuus.

VOLUNTEERS AND SAFE ENVIRONMENT

Volunteers

The parish coordinator cannot possibly do everything by him- or herself. As such, we strongly recommend having volunteers to assist throughout the week.

Volunteers can consist of adults and junior high and high school students.

Volunteers who are Minors: At the pastor's discretion, teens may earn credit hours for volunteering. A firm rule with Totus Tuus is that if teens want to help during the day, they are required to attend the evening program. Volunteering is not a time to hang out with friends. If teens are not being helpful, they will not receive credit hours and may even be asked to leave. There should also be an adult present with volunteers who are under 18; volunteers who are minors should not be left alone.

Responsibilities for volunteers during the Grade School Program:

1. Registration and check in of participants each morning
2. Assisting Totus Tuus team with selling T-Shirts in the morning and at 2:15 p.m. as the grade school program ends
3. Setting up drinks and snacks for 9:50 a.m. break
4. Cleaning the kitchen and lunch area, especially after snack break and lunch
5. Lunch/Recess detail – may also include helping to lead recess games
6. High school students may be asked (if they are comfortable) to help the team with the morning and afternoon skits
7. Helping those who may become hurt or ill
8. Classroom helpers
9. Monitoring bathroom breaks
10. Fill water balloons on Thursday & help secure their storage overnight
11. Help setup for the water fight on Friday morning
12. Anything else the Parish Coordinator or Team Leader request help with

Classroom Volunteers: Totus Tuus will be unable to provide more than one team member in each classroom. Classroom volunteers will be utilized as an extra set of hands. They are very helpful in the 1st and 2nd grad classroom to help with activities such as coloring, etc.

Volunteers during Bathroom Breaks: Volunteers will be asked to help monitor bathroom breaks. Totus Tuus teachers typically will not enter bathrooms that the youth use. Also, volunteers should not be alone with youth in the bathroom. Monitoring from the bathroom doorway is perfectly acceptable as well as entering at the end to shuffle children out. If it is necessary to go into the bathroom with a child, there should be two volunteers present.

The team leader will briefly meet with volunteers Monday morning to explain their responsibilities during the week. The parish coordinator is welcome to attend this meeting.

Responsibilities for volunteers during the Junior High & High School Program:

There are very few responsibilities for volunteers during the evening program. Instead of providing volunteers onsite, the parish coordinator (or another volunteer) simply needs to be available and accessible via phone throughout the week during this time. It is very helpful to have a volunteer there during the first hour of Sunday evening to collect registration forms and money.

It is helpful if the parish coordinator divides up volunteers and responsibilities prior to Totus Tuus. But please be flexible with the team; they work very hard all summer and may have additional requests/responsibilities to delegate to the parish's volunteers. For example: there may already be a volunteer designated for registration and check-in, but if check-in is backed up due to large number of participants, a team member may request that another volunteer be shifted from his or her responsibilities for the time being to assist.

Safe Environment

Totus Tuus takes the safety of children very seriously.

All Totus Tuus team members will have attended a Safe Environment training session, completed a background check, and signed off that they have read and will observe the *Code of Pastoral Conduct*, *Diocesan Sexual Abuse Policy*, and *Diocesan Harassment Policy*.

All volunteers, regardless of age, must be approved according to diocesan standards.

Requirements for volunteers age 18 or older:

1. Attended Safe Environment Training
2. Fingerprinted and background checked
3. Read, sign, and observe the *Code of Pastoral Conduct*, *Diocesan Sexual Abuse Policy*, and *Diocesan Harassment Policy*

It is the responsibility of the parish coordinator to make sure the volunteers have met these diocesan criteria. Please work with the Safe Environment Coordinator at your parish to ensure all criteria have been met for every volunteer.

The above volunteer requirements are **not required** for families volunteering to provide food, having the team over for dinners, or providing housing, as they will not be in direct contact with the students who are minors.

PROGRAM FEE

Below is the cost to a parish for hosting a team, and the maximum number of youth per team.

<u>Number of Teams</u>	<u>Max. Youth Served*</u>	<u>Cost</u>
1 team (4 persons)	90 youth	\$1,750
2 teams (8 persons)	180 youth	\$3,500
3 teams (12 persons)	270 youth	\$5,250

* “Maximum youth served” applies only to those youth served through the Grade School Program. There is not a maximum number of students for the Junior High & High School Program.

Additional Expenses

Potential other expenses to the parish may be incurred. If you are able to get donations of juice and cookies, these expenses are minimal. The majority will consist of drinks, food and plastic tableware, especially cups. Keep in mind that expenses will increase if the parish provides lunch for the grade school youth on Friday.

Funding Tips

The amount the parish charges for participating youth is up to the parish itself. We recommend around \$25 per child or \$50 for families in the day program, and \$10 per youth in the evening program. At these rates, a parish with 65 youth in the Grade School Program and 25 youth in the Junior High and High School Program would take in \$1,875 of the cost for one team and the additional expenses.

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?

Totus Tuus is not meant to be a means of income for your parish. The Office of Priestly Vocations keeps our cost for the program low so that the parish can make this program affordable to its youth. If your parish is able to make money from the program, please considering donating a portion to help smaller parishes start the program.

Deposit

Each parish must pay a **deposit fee of \$500 at the time of registration**. The deposit is non-refundable.

Cancelation Policy

Because we hire the teams based on the number of parishes we will be serving, if you decide to cancel the program after May 15, 2016, our office will make every effort to find a parish to take the week for which you had signed up. However, if we are unable to do so, you are responsible for paying the full cost of the team for that week.

Balance

Parishes are asked to remit the \$1,250 balance of the program fee to the Office of Priestly Vocations **the week after the program ends** in their parish.

Checks should be made payable and mailed to:

Catholic Diocese of Peoria
Office of Priestly Vocations
419 NE Madison Ave.
Peoria, IL 61603

NOTE: If there are payment issues, problems, or questions, please contact Amy Chovan at (309) 671-1550 or achovan@cdop.org.

PARISH COORDINATOR'S RESPONSIBILITIES

The responsibilities are as follows:

Ongoing Responsibilities

- Main point of contact for the parish with the diocesan office
- Main point of contact for the parish with the Totus Tuus team leader
- Promote Totus Tuus at parish and local Catholic schools
- Promote Parish Potluck on Wednesday evening
- Registration of participants and collection of registration consent forms and fees
- Pre-selling Totus Tuus T-Shirts and collecting fees (if you parish decides to do pre-sales)
- Send in \$500 deposit with registration form

Prior to Totus Tuus

- Obtain permission for Totus Tuus team to speak at weekend Masses
 - Schedule priest(s) for liturgical schedule:
 - Mass: Monday to Friday at 11:15 a.m
 - Confessions: Monday to Friday 10:45 a.m. – 11:15 a.m.
 - Adoration, Benediction, & Confessions: Tuesday 8 p.m. – 9 p.m.
 - Reserve all facilities at the parish
 - One large hall, gym, or room
 - 3-4 Classrooms
 - Church
 - Outdoor space – either parking lot or grass area
 - Separate “teacher” bathroom available for the Totus Tuus team
 - Team Room to serve as team meeting and prayer space (can be a conference room or extra classroom)
- **NOTE: There is some overlap for the Grade School and Junior High & High School Programs. The same facilities can be used for both programs.**
- Housing for team members
 - Housing for 2 Men
 - Housing for 2 Women
 - Schedule all meals
 - 6 Breakfasts: Sunday to Friday at the Host Family
 - 6-7 Lunches: Saturday to Friday ****Saturday lunch only if the team arrives that early**
 - 6 Dinners: Saturday to Thursday
 - Obtain volunteers ****Diocese of Peoria Guidelines must be adhered to****
 - Recruit Intercessors to cover the team and your youth in prayer

The Week of Totus Tuus

- Be available to assist team and answer questions throughout the week
- Print out directions from parish to host families (housing and all dinner families)
- Have table(s) available in the Narthex after weekend Masses for T-shirts and registration
- Registration of late participants on Sunday evening and Monday morning
It is very helpful if the Parish Coordinator assist with registration especially at these times so that registration monies can be collected
- Schedule volunteer in specific jobs for the week
- Organize potluck, including set-up and clean-up
- Have containers cleaned (lined if necessary) and available Thursday evening to organize for the water fight and fill water balloons

After Totus Tuus

- Remit any remaining balance of the Totus Tuus program fee to the Vocations Office
- Submit Evaluation Form
- Share any photos and videos you have taken with the Vocations Office

CONTACT INFORMATION

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