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PARISH MANUAL

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# Totus Tuus: Mission and Purpose

*Totus Tuus* (Latin for “Totally Yours”) is a fun and energetic, weeklong, parish-based summer catechetical program for youth entering 1st-12th grade. Totus Tuus gathers together college students and seminarians onto teams of four and sends them out to spread the Good News of Jesus Christ in various parishes throughout the diocese.

The mission of Totus Tuus is to inspire and equip young people to encounter the truth of Jesus Christ through witnessing a true longing for holiness, a deep desire for daily conversion, and a total openness to their vocation. Participants see this mission accomplished by being challenged to daily give themselves entirely to Christ through the most perfect manner, that is, through the intercession of the Blessed Virgin Mary. “Totally yours, I give myself to Jesus through Mary.” (Totus tuus, dabo me ad Jesu, per Mariam). Living this mystery calls our youth to become disciples of Jesus Christ by strengthening their prayer lives in imitation of our Mother, the Blessed Virgin Mary.

Totus Tuus exists to respond to the call of our recent Holy Fathers for a “new evangelization.” It aims to address the problem of the huge number of young Catholics who are leaving the Church at an earlier age than in the past in favor of modern secularism and a life without faith or religion. By providing them with solid catechesis, genuine Christian witness, and—most importantly—an opportunity to encounter Jesus Christ through the Sacraments, Totus Tuus seeks to evangelize young people in a lasting and profound way.

## 

## Five Pillars of Totus Tuus

These five marks serve as indicators of the Catholicity of the Totus Tuus program. A longing for true holiness, being open to daily conversion, and exploring one’s vocation happen when each of these marks is witnessed by the young people who attend a week of Totus Tuus.

1. **Catechesis** – a comprehensive proclamation of the Gospel and Church teachings
2. **Eucharistic Devotion** – a central focus on Jesus Christ in the Sacrament of the Eucharist
3. **Marian Devotion** – to inspire all to take Mary as their model and Pray the Rosary
4. **Vocational Discernment** – encouraging youth to discern their vocation through the pursuit of holiness and conversion
5. **Christian Witness** – an experience of joyful Christian living from a team of missionaries

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# Daily Schedule

A typical complete day for the Totus Tuus team is as follows. (Please note that this schedule can be adjusted slightly to accommodate each parish’s needs. Please inform and confirm any such changes with the Totus Tuus Coordinator prior to the team’s arrival at the parish)

TEAM TIME

6:30 AM Rise

7:00 Breakfast

8:00 Morning Prayer & Rosary

CHILDREN’S PROGRAM (for children entering 1st - 6th grades)

9:00 Gathering/Introduction/Songs

9:15 Opening Skit

9:25 Class Period #1

9:50 Snack Break / Restroom Break

10:10 Music Preparation for Mass

10:20 Class Period #2

10:45 Mass Preparation (How to Pray/Attend Mass)

*10:45-11:15 Sacrament of Reconciliation Available Daily*

11:15 Mass

12:00 PM Lunch & Recess

1:00 Water Break

1:10 Class Period #3

1:35 Afternoon Skit/Songs (Restroom Break Available)

1:50 Class Period #4

2:15 Closing Review/Prayer & Song

2:30 Dismissal

It is the responsibility of the parish coordinator to handle the registration and dismissal processes in order to organize the safe departure of children/teens with their parent(s), or designated responsible adult.

TEAM TIME

2:30 Team Prayer & Meeting

3:00 Free Time

5:15 Dinner

TEEN PROGRAM (for teens entering 7th - 12th grades)

6:45 Prepare for Teen Program

7:00 Introduction/Opening Activities

7:15 Session #1

7:45 Snack Break

8:00 Session #2

8:30 Divide into Small Groups

8:50 Night Prayer

9:00 Dismissal

END OF DAY: TEAM TIME

9:15 Clean-Up & Team Meeting

10:00 Close for the Day

# Totus Tuus Children’s Program

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## Curriculum

The Children’s Program is for students going into 1st through 6th grades. It runs Monday through Friday from 9:00 AM to 2:30 PM. (See the Daily Schedule above for more details) During the week, the children will participate in four classes each day, have the opportunity for Reconciliation, attend daily Mass together, learn the Mass parts and liturgical songs, and participate in games, icebreakers, skits, songs, recess, and prayer. At the end of the week, on Friday afternoon, all afternoon classes will be replaced by social recreation and water games. Handouts for the Friday activities should be ready to distribute to the children to take them home at the closing prayer on Thursday.

Totus Tuus encourages children to be clear and consistent in their faith. They are shown how to view God as a good and loving Father and how to be open to God’s calling and vocation in their life. This personal relationship with God through the witness of the teachers of Totus Tuus will strengthen the children in knowing the Catholic faith and introduce them to the great task and privilege of witnessing to Christ in their own way in our world today. Totus Tuus shows the children that the humble yet courageous desire to know God involves prayer and generous self-gift. This Christian life is made visible in homes and families through life in the Sacraments, especially Sunday Mass and Reconciliation, along with devotional life, especially through praying the Rosary.

The Curriculum for Totus Tuus is based upon a six-year rotating cycle of teachings grounded in the Catechism of the Catholic Church. The classes taught will be suitable for each grade level and correspond to both objective and subjective needs of the students.

1. Virtues and Beatitudes (Summer of 2021)
2. Prayer (Summer of 2022)
3. Mystery of Salvation (Summer of 2023)
4. The Creed (Summer of 2024)
5. The Sacraments (Summer of 2025)
6. The Ten Commandments (Summer of 2026)

Each year also focuses on a set of Mysteries of the Rosary:

1. The Joyful Mysteries (Summer of 2021)
2. The Luminous Mysteries (Summer of 2022)
3. The Sorrowful Mysteries (Summer of 2023)
4. The Glorious Mysteries (Summer of 2024)

## 

## Daily Mass and Opportunity for Reconciliation

It is in the Sacraments, especially in the Eucharist, that Jesus Christ works most fully for the redemption and sanctification of all humanity. Understanding that all we do as Catholics is intrinsically linked with the whole of the liturgical and sacramental life of the Church, Totus Tuus encourages youth to daily participate in the Eucharist at Holy Mass during the children’s program and provide opportunities for Reconciliation during the week. It is the responsibility of the parish coordinator to arrange the liturgical and sacramental elements with the parish priest.

Celebrating Mass and Reconciliation for Totus Tuus daily can be a lot to ask of priests who are already so busy. However, celebrating these sacraments are ***essential*** to Totus Tuus and to the life and witness of the youth during the program. Experience shows that celebrating and participating in the sacraments on such an intimate level is of tremendous benefit for all. The Totus Tuus teachers strive to help the children participate fully and actively in the liturgy. Therefore, celebrating Mass and offering Reconciliation is the most important part of the Totus Tuus experience and we are grateful for the cooperation of the parish priest in making these opportunities available to the youth.

As a last resort option, if the parish priest is unable to celebrate at and/or secure a replacement for the Mass at any point during the week, the team should have the option to take the children to the church for a Rosary, Divine Mercy Chaplet, Liturgy of the Word, and/or the Stations of the Cross. This should not take place more than once in a week, unless funerals or other unforeseen circumstances are involved.

## 

## Friday Afternoon: Recreation/Water Games

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The daily schedule changes on Friday afternoon. The team will follow a regular schedule through lunch and recess, students still bring their lunches, but there are no classes after lunch. Rather, Friday afternoon is spent on parish property or another grassy recreation area celebrating the end of the week with Totus Tuus water games. Activities include a water balloon toss, organized water games, and any other creative ideas that the parish provides so that the children have fun and are rewarded for their commitment during this week of Totus Tuus. At the close of the day on Thursday, instructions will be sent home with each child detailing clothing, towels, and equipment that enables the child to participate fully in the program for Friday morning and afternoon.

**Optional water activities:** Some parishes invite the local fire department and provide water; while many other parishes opt to provide water balloons, solo cups, and several tubs/trash cans as water filling stations with students being encouraged to bring squirt bottles and buckets.

In addition to the water games, parishes are encouraged to provide cold water for drinking and some purchase ice cream/popsicles for the children. The afternoon water games end with a cleanup at 2:00pm. A Closing review, prayer, and dismissal will end the weeklong program, Friday at 2:30pm.

**Optional Friday Lunch/Treat:** The parish might also consider inviting a parish organization to host and staff a picnic lunch as part of the event, maybe pizza and/or ice cream or popsicles. While optional, children could also continue with packed lunches as normal.

## Facilities



In order for the Children’s 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. Two teams will mean having seven classrooms available. Three teams will need ten classrooms available. The necessary items needed for the teachers in each classroom are minimal. There should be either one chalkboard or dry-erase board made available for use in each classroom. For the 1st and 2nd Grade classroom, there should be ample space on the floor in front of the board so that the children can gather for reading and instruction. Please be mindful that the teachers are flexible and will work with any situation as long as the appropriate numbers of rooms are available and minimal equipment is made available. Team members will set up their own rooms when they arrive at the parish. It would be helpful to have a breakdown of how many students are in each grade level so that enough seats/places could be arranged in each classroom.

## Drinks, Snacks, Lunch & Recess

Drinks and snacks should be available at various times throughout the day. This is a great area to invite volunteers to help! As an option, the children can be invited to bring snacks to share each day or to simply pack their own morning snack in addition to their lunch for the day.

Water is a necessity but other drinks such as lemonade or punch are welcome. Parish coordinators are free to set whatever snack and drink policies that are needed based on your local needs (e.g. restrictions based on known food allergies or locations where food/drink can be taken).

The children will need drinks set out for them at three points in the day: break at 9:50 AM, lunch at 12:00, and after recess at 1:00 PM.

Children should be reminded to bring their own sack lunches unless you are making other arrangements for the noon meal, especially the options that could be available for the Friday afternoon schedule. Make sure the plan for lunch is clear in your communication with families.

Team sports are encouraged at recess after lunch. Please ask the children to bring their own playground equipment or have your own equipment available.

Volunteers would be great in helping supervise the children during snacks, lunch, recess, and water breaks as well as cleaning up after snacks and lunch.

# Teen Program

The Teen Program is for teenagers going into the 7th grade through 12th grade. It runs from Sunday evening to Thursday evening from 7:00pm - 9:00pm. The goal of this program is to encounter the youth with solid catechesis through witness and evangelization immersed in the Catholic understanding of prayer and worship, especially in Adoration/Eucharist and Reconciliation being made available. The program involves witness talks, games/skits, catechesis, and small group discussions. The curriculum will be adjusted according to the themes for each year. The end of every evening involves Night Prayer together inside the Church in the presence of the Blessed Sacrament. It is the responsibility of the parish coordinator to handle the dismissal process and organize the safe departure of teens with their parent(s) or designated adult.

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## Adoration & Reconciliation: Wednesday Evening

On Wednesday evening there is a special evening of simple instruction followed by a Holy Hour of Adoration and the Sacrament of Reconciliation being made available for the teens from 8:00pm until 9:00pm. If possible, servers should be made available to assist the priest during Adoration. If you expect a larger group of teens, please invite more priests (1 priest for every 10-12 youth) so everyone has a chance to go to confession during the scheduled program time. Exposition of the Blessed Sacrament should take place at 8:00 PM and Benediction start at 8:55pm.

The teachers will be able to lead music, but an overall silence should be kept during the hour. The evening will finish with Night Prayer, which can be led by the priest or team prior to or after Benediction and dismissal after Adoration. Parish coordinator is responsible for scheduling this night of Adoration and Reconciliation with the parish priest. The Church needs to be available on one evening of the week, preferably Wednesday for Eucharistic Adoration and Reconciliation. However, Tuesday evening could be an alternative option for this opportunity.

## 

## Social Night: Thursday Evening

Thursday evening involves a social night with the teens as a celebratory conclusion for the week long program. The parish is encouraged to be creative in preparing for this evening. Some parishes host the evening off-campus, following all Archdiocesan guidelines and release forms, such as at one of the homes of a teen in the program, other parishes go to a local place for games and/or fun activities, and many others simply remain at the parish and organize their own activities.

The teachers will be prepared to lead games if they remain at the parish, the goal of the evening is to allow a time of recreation so that the teens can engage the world/culture with the new knowledge they have gained through the teaching and witness the example of the teachers of Totus Tuus.

## Facilities

Similar to the Grade School Program, the team needs one large hall or room with a chalkboard and/or dry-erase board available. If the group is large, it is helpful to provide a microphone for the team. We will also teach the classes in the one large hall/room. However, for small group discussion other areas should be made available for the teens. Generally, two classrooms should be available for possible use every evening. A sound system/Bluetooth speaker should be made available for the music for the opening part of the program so that an iPod/phone can easily be plugged into the speakers.

## Snacks and Supplies

The parish should provide refreshments for the teens every evening. Perhaps every teen could bring their own snacks and share, or the parish coordinator could ask parents make snacks available.

On Thursday evening, some parishes purchase pizza and drinks for the teens for their social time that evening. Be creative and use the resources of your community to have a fun evening for the teens! Suggestions might be to reserve a time to be at the local bowling alley or pool. There may be athletic events that everyone can go to as a group, mini-golf or other social activities like this are ideas to consider, too.

If an outing outside the parish grounds is impossible, please inform the team leader and he/she can arrange to have a night of fun at the parish itself. If this is the case, providing pizza, snacks, drinks, etc. will help to make the evening an enjoyable one for all the participants.

# Program Fee

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Teams** | **Max. Youth Served**  **(Day Program: Grades 1-6)** | **Number of Classrooms (Day Program)** | **Max. Youth Served (Teen Program: Grades 7-12)** | **Cost** |
| 1 Team  (4 Teachers) | 75 Children | 3 Classrooms  1 Team Room | 40 Teens  (Up to 4 Small Groups) | $2,000.00 |
| 2 Teams  (8 Teachers) | 150 Children | 6 Classrooms  1 Team Room | 80 Teens  (Up to 8 Small Groups) | $3,500.00 |
| 3 Teams  (12 Teachers) | 225 Children | 9 Classrooms  1 Team Room | 120 Teens  (Up to 12 Small Groups) | $5,500.00 |

## Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. We recommend charging an amount per child or per family (for three or more children) that will cover the parish expenses. At $25/child, a parish with 55 youth in the Grade School Program and 25 youth in the Junior and Senior High School Program would take in $2,000 to cover the cost for 1 team. Parishes have ranged in registration fees from $5/child - $50/child. The parish may elect to build Totus Tuus into the parish budget and change a minimal fee of $5-$10/person in order to help defray the cost of the program.

Contacting parish organization such as the Knights of Columbus or Rosary Guild and asking them to sponsor some or all of the cost of Totus Tuus may help with funding. A limited number of Scholarships are being made available through the CMA Funds for parishes with a demonstrated financial need. Please indicate your financial need when registering.

## Application to Host Totus Tuus and Payment

The online application process with top-three suggested weeks of availability is to be completed online as soon as possible with a deadline of November 30. The parish will be invoiced for a 50% deposit of the full cost by February 1. The remaining program balance will be due two weeks after the program ends.

Initial 50% Deposit (Non-Refundable): by February 1

Final Payment (two weeks after program): by August 15

Please make checks payable to: Archdiocese of Cincinnati with Totus Tuus in the memo line

AND - Send payment to:

Center for the New Evangelization Attn: Totus Tuus

100 East Eighth Street

Cincinnati, OH 45202

**COVID Considerations**

We are asking the Parish Coordinator to create and share COVID Protocols with the Totus Tuus Team, so that we are following what is typically done at your parish. Parishes are responsible for providing sanitation and cleaning supplies and enforcing the COVID Safety Protocols.

Our missionaries will be acting as a family unit and will be allowed to interact with one another without masks on. While leading the program, we will be following all local guidelines set forth.

If a team needs to quarantine, we have on call missionaries that we hope will be able to fill in and not alter the parish schedule for Totus Tuus. We appreciate your flexibility as we work out all of the details. If we are unable to serve the full week at your parish, we will calculate a pro-rated cost for your parish to make up the difference.

**Volunteers and Safe Environment**

Each parish should assign **one person** to be the “parish coordinator.” The coordinator will work with the team leader of Totus Tuus and make arrangements in advance for the team’s arrival to ensure the week runs smoothly. The parish coordinator cannot possibly do everything by him or her-self. As such, we strongly recommend having a few high school students and/or adults to assist throughout the week. There should be at **least two Safe Parish trained 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, assisting in the classrooms, and doing anything else the coordinator may ask.

**All adult volunteers should be in compliance with the Safe Environment policies of the Archdiocese of Cincinnati which includes:**

* **Safe Parish Training/Background Check**
* **Read and Signed the Archdiocesan Decree on Child Protection**
* **Be up-to-date on ongoing education through monthly bulletins**

It is the responsibility of the parish coordinator to make sure the volunteers have met these archdiocesan criteria. Totus Tuus takes the safety of our children seriously. Thank you for your assistance in this matter. 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 kept open. If there is a window in the door, the window is not to be obstructed.

**The goal is to have the adult:student ratio be 1:10.** Volunteers may be utilized in the classrooms for class sizes over 10 youth. The Totus Tuus Team will provide one team member in each of the classrooms. For safe environment purposes, **please have at least one volunteer per room with an additional volunteer for classrooms with 20+ students.**

**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. At least one of the volunteers must be age 18 or older and have attended Safe Parish training. 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.

# Totus Tuus Team

The teachers who run the Totus Tuus program are college students and seminarians who are chosen based upon their desire and abilities to help young people understand their faith. They demonstrate right living and participate in the sacraments, possess energy, enthusiasm, and caring attention for the lives of children, and lastly they exemplify great traits of leadership. These four teachers on one team, two females and two males, will give themselves totally to your children during the week they are in your parish. They are trained and sent out in teams of four, spend the entire week at your parish, stay with host families provided by the parish and eat dinner at family’s homes throughout the week. One of the team members is selected as the team leader and he/she is the main point of contact with the parish coordinator during the week of Totus Tuus. The team leader reports to the Team Support Coordinators & Diocesan Coordinator on a weekly basis. In order to run a week of Totus Tuus smoothly, the teachers adhere to a well-defined schedule which has a structured prayer life as its foundation. All of the teachers must pass background checks and comply with diocesan child protection policies.

The pedagogy of Totus Tuus presents the Catholic faith in a fun and exciting manner for both teachers and youth. Totus Tuus teachers help young people experience the Catholic faith as a way of life and love, not simply a set of rules and obligations. The methodology, structure, and content of Totus Tuus are concerned not only with teaching the faith, but also with setting a fire in the hearts and lives of the teachers. The result of this passion is the formation of young adults within the Church who are continuing to uphold and defend the Catholic faith. Throughout the summer the teachers are able to discern their vocational calling through witnessing the gift of Matrimony through the host homes/host meals and the gift of Priesthood working closely with the parish priest.

## 

## Communication with the Team

To facilitate communication, the parish coordinator will receive a phone call from the team leader the week prior to the team arriving. If you have questions prior to that or need to make schedule adjustments, please contact [TotusTuus@catholiccincinnati.org](mailto:TotusTuus@catholiccincinnati.org) to discuss and coordinate. The Team leader will contact the parish coordinator on the Tuesday before your week of hosting Totus Tuus and answer any preliminary questions and arrange for arrival time of the team. During the week, please inform the team leader of any issues and/or concerns so that the week of Totus Tuus can be the best possible week for both the coordinator and all those students participating.

Please make available to the team leader contact information for all involved in hosting Totus Tuus, most importantly the parish coordinator, priest, all host home families, host dinner homes, and any other volunteers which help to make the program run smoothly. If any issues or concerns arise that need to go further than the team leader, the parish coordinator will be provided the contact information for the Diocesan Coordinator. The Archdiocese Team Support Coordinator will visit the team/parish once during each week of Totus Tuus (typically on a Tuesday or Thursday).

## Team Arrival and Set-Up

The team arrives on Saturday afternoon and will attend all the weekend Masses at the parish. They will be available to make an announcement at all the Masses on the weekend. Please arrange with the priest when this announcement is to take place and coordinate that information with the team leader. Speaking at Mass and/or simply having the team present and mentioning them by name will remind those parents and the parish community that Totus Tuus is happening this week and that all children are welcome to attend. At this time, the parish potluck on Wednesday evening should also be mentioned, either by the team member in the announcement or in the parish bulletin announcement. Please be sure to ask your priest about having the team formally introduced at all the Masses and be allowed to give a short presentation at an appropriate time.

The team should meet with the parish coordinator and, if possible the priest, for a formal meeting and tour of the facilities on Saturday afternoon. After the meeting and tour the team will proceed to their separate host family’s homes and get settled. The schedule for the arrival is dependent upon the Mass times for the Saturday Vigil Mass. The team leader will contact the parish coordinator in advance and arrange the time for arrival in accord with each parish schedule. Be sure to give detailed instructions on acceptable use of the space being used during the week of Totus Tuus. These instructions should include where controls are for the lights and air conditioner as appropriate and any areas or items that are off limits for use during the Totus Tuus session.

Due to the early morning and late night schedule for the team, it may be more convenient to provide the team leader with a key to the facility. If keys cannot be given out, the parish coordinator must schedule a reliable person from the parish to open and lock up the facility each day.

## Host Homes & Families

The teachers are on the road for the duration of their summer and during their week serving at your parish they need a place to stay while visiting. Therefore, host families are essential to the success of Totus Tuus. Host families provide sleeping arrangements, morning breakfast, and afternoon snacks for the team. The hospitality and vocational witness of the Host family is irreplaceable for the teachers of Totus Tuus. Host families are needed from the time the team arrives Saturday afternoon until their departure the following Friday afternoon or Saturday morning.

The team needs at least two host homes for the week, one for the men and one for the women. Having host homes with at least one, if not two spare bedrooms for the missionaries to have a place to call their own for the week is best. The men, one of which may be a seminarian could be housed in the parish rectory with the pastor’s permission.

Host families are encouraged to provide access to their home for the teachers to relax and rest during the afternoon. Team members may not always return to a host home during the afternoon because of similar reasons as the evening. Host families should be flexible and comfortable with having young adults who keep their own schedules.

The interaction at host homes is valuable for both the team members and the families. However, because of the busy schedule the team has, it is important to communicate to the host families that the team will normally be late getting to their host homes in the evening due to team meetings and other necessary work to prepare for the next day. The witness, conversations, and hospitality of host families and their homes will be appreciated by all the teachers.

## 

## Meals for the Team

Please plan to provide all of the team’s meals while the team is at your parish. If there are any specific food allergies, the Archdiocesan coordinator will alert you ahead of time. Meals need not be elaborate, simple is often better. Whatever is provided for food during the week is very much appreciated by our teachers. ***Please be aware when scheduling meals for the team that the Saturday Dinner and Sunday Lunch may need to be adjusted due to parish Mass times.*** (In the Parish Coordinator Checklist there is a signup with different meals and times)

Breakfast: *7:00AM Monday-Friday*

The host family provides breakfast at 7:00 AM. A simple meal of cereal, fruit, or toast is sufficient, some teachers may prefer protein to start their day. Coffee, Milk, and Juice are often helpful in the morning.

Lunch: *12:00(Noon) Sunday, Monday-Friday*

Sunday’s lunch should be provided by the parish or by the host family since there are no Totus Tuus activities in session yet. A lunch should be provided by the parish, either by the host family or volunteer in the parish, for every day at Totus Tuus, that is, lunch on Monday through Friday at 12:00 PM. Volunteers assisting in the kitchen can prepare the lunch or the team can fix a lunch from food brought to the dining area. Variety is important and this lunch will be eaten by the teachers while sitting with the children at the program.

Dinner: *5:15pm Saturday, Sunday-Thursday*

\*On Saturday, after the arrival, tour of facilities, and evening Mass, the team needs a dinner which could be provided by one of the host families since no activities have begun as of that time. The evening meal Sunday-Friday is provided at 5:15pm and directions should be provided to the team leader for each location of the host dinners throughout the week. Wednesday’s dinner will be at the parish potluck, which should be advertised well in advance of Totus Tuus week. (See schedule of dinners in the Parish Coordinator Checklist in the Appendices). Please inform the host dinner homes that the team will need to leave the meal and home early enough in order to prepare for the teen program that evening at 7:00pm, except on Saturday. Dinner should be for the whole team of 4, as there is not enough time to drive to multiple locations for dinner.

The team will make arrangements for their own dinner on Friday evening to recap the week and make plans for the upcoming week.

Dinner can be at parishioners’ homes, although it does not necessarily need to be provided by the same host families the team is staying overnight with. The team has transportation and is willing to travel to the homes of different parishioners for the dinners. Sharing meal responsibilities allows more families to be involved with the program and provides an excellent opportunity for the team to interact with more families in the parish. A family may prepare and serve the meal, have food brought in, or take the team out to eat.

## 

**Parish Potluck - Wednesday 5:15PM**

The Totus Tuus program emphasizes family involvement as parents are the primary teachers of the faith to their children. As the family is the fundamental cell of society and is called to be the “domestic Church”, the Totus Tuus dinner on Wednesday is potluck style. The evening is a chance for parents, parishioners, children, and teachers of Totus Tuus to interact with each other and converse about what has been happening during this week in the parish. The potluck dinner should begin no later than 5:15 PM and wrap up by 6:30 PM to allow the team enough time to be ready for the teen session that evening. The potluck should be a parish-wide event. Advertising for the event and organizing volunteers to host and/or bring food should take place many weeks prior to the week of Totus Tuus. The potluck can be as simple or as complex as the parish coordinator wishes it to be. By inviting the whole parish, the team has the opportunity to meet with families and other parish members.

During the evening, the team leader will introduce the team and talk about the Totus Tuus program in general. During that night there will be T-Shirts for sale for the children. As part of the night’s activities, the team will lead the children in some songs and talk about the experience that week.

**T-shirt Sales - $10/shirt**

If the parish is not hosting a potluck, you may wish to make arrangements for T-shirts to be sold after the weekend Masses at the beginning of the week of Totus Tuus. We will have notes that can be sent home about t-shirt sales and the team members can sell t-shirts during drop off and pick up times 1-2 days during the week.

Some parishes choose to provide t-shirts for all participants. We can make arrangements in advance to provide t-shirts for all of the youth at the program at a discounted rate. You can include this cost as a factor in determining your registration fee per person.

**Archdiocesan Staff for Totus Tuus**



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**Totus Tuus Coordinator:**

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# Appendices: How to Host Totus Tuus at a Parish

## A. Parish Priest Responsibilities

It is in the Sacraments, especially in the Eucharist, that Christ Jesus works most fully for the redemption and sanctification of all mankind. Your example in the parish as a priest is irreplaceable for the lives of the youth in your parish. Totus Tuus asks a lot of our priests who are already very busy, and for their presence and participation in the program, the children and teachers are eternally grateful. Other dioceses and priests that have hosted Totus Tuus have given witness 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 elements essential to the life of Totus Tuus with the priest.

These are the “Required Moments” that involve the Priest during a Week of Totus Tuus:

* 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, an opportunity for Reconciliation should be made available, depending on the number of teens another priest might be called to assist.

Please be mindful that if another “substitute priest” participates in providing these liturgical and sacramental elements of Totus Tuus, the parish is responsible for mileage and compensation, not Totus Tuus.

Please be aware that this schedule can be adapted to meet the needs and special circumstances of your parish and priestly commitments. If you would like to discuss alternative schedules, please inform your parish coordinator and contact the Coordinator of Totus Tuus as soon as possible in order to work out a schedule that will let Totus Tuus be successful for the lives and faith of the children in your parish.

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## B. Parish Coordinator Responsibilities

The parish coordinator is the main contact person for the diocesan coordinator and the Totus Tuus team leader. Without the hard work and charity of this coordinator the Totus Tuus week would not be possible in a parish. A team will be sent that is trained and prepared to lead the children and teens through the catechesis and prayer of the week, but so many other communication items, meals, and housing need to be organized by someone in the parish prior to the team’s arrival.

The parish coordinator ensures that all preparations have been made prior to the team’s arrival, works directly with the team throughout the week to ensure a smooth week, coordinates volunteers for the session throughout the week, making sure Virtus compliance is followed by those to whom it applies, and provides the Diocesan Coordinator with a comprehensive evaluation of the week after the session is completed so that next year’s program can be improved. Communication between the parish coordinator, the team leader, and the diocesan coordinator is essential to a successful program. Please be sure to keep the diocesan coordinator updated if there are any changes in contact information, especially phone numbers and email addresses. Having a backup person to contact in case of emergencies is helpful, too. Below is a checklist which should help detail and define the expectations and responsibilities of the parish coordinator so that Totus Tuus will help to transform the lives of the youth in your parish.

Monday Team Meeting: Please plan to join the team for the beginning of their team meeting on Monday afternoon. Let them know what they did well and what areas there are for improvement. If there were any issues during the day, this is the time to discuss it so that it can be addressed properly for the remainder of the week. Ask the team if they need anything from you in order to open the door for communication. Check in on how the volunteers are doing, some volunteers mean well, but end up taking over the classroom which can be difficult for a missionary to manage.

**COVID and Safe Environment Protocols**

It is the parish responsibility to be familiar with all local guidelines and precautions that are put in place. The missionaries are traveling from parish to parish and the guidelines may be different in each location. Please let the team know about any specific guidelines you have at your parish for COVID and social distancing. Determining expectations for mask wearing while moving, in classrooms if distanced, and at recess will be important.

Safe Environment protocols in general are consistent from parish to parish, however if there are specific rooms or bathrooms designated for adults only, that is helpful to inform the team of. If there are families that do not want their child’s picture taken, please inform the team of that information so that we can respect their privacy.

## C. Parish Coordinator Checklist

* **Reserve main facilities**
  + 1 Large Room, 4 Classrooms that meet the needs of the Totus Tuus team
  + Fields, Playground, or Gym for Recess (Monday-Friday 12:00-1:00pm)
  + Kitchen / Large Area for Parish Potluck on Wednesday
* **Reserve any facilities and make preparations for the Friday Afternoon Recreation/ Water Games**
  + Arrange for paper notifications with details to be sent home with children on Thursday of Totus Tuus
  + Arrange supplies for the Water Games, access to water hose and/or buckets of water and fill-up station
  + Fill Water Balloons - Team will have a supply of balloons available, but their resources are very limited
  + Fire truck or dunk tank (Optional)
  + Popsicles or Ice Cream (Optional)
* **Promote the program and collect registrations**
  + Parish Bulletin Announcements, Email Announcements, Promotional Advertising in back of Church/and at School at close of the year
  + Flier sent home with school children/PSR children at end of academic year
  + Set fee per child/per family for the Totus Tuus program
  + Organize / Complete Individual Participant Registration - Including Medical and Parental Release Forms in compliance with the Archdiocese of Cincinnati
  + Registration Tables after Mass (Suggested 4 weeks prior to Totus Tuus) and Announcement at Mass
* **Optional: Recruit parishioners to be intercessors for the success of Totus Tuus in helping the children and teens become more engaged in their faith**
* **Host Family Homes (Saturday afternoon - Saturday Morning)**
  + One Home for Men (Could be Rectory, with pastor’s permission)
  + One Home for Women
* **Schedule and/or confirm a priest(s) will be available for Daily Mass, Reconciliation every day of Children’s program**
* **Schedule and/or confirm a priest(s) will be available for Adoration and Reconciliation on Wednesday evening of Teen Program**
* **Organize and promote the potluck. Plan for set-up and clean-up for the event**
* **Meals for Team / Snacks for Children and Teen Programs**
  + ***Please be aware when scheduling meals for the team that the Saturday Dinner and Sunday Lunch may need to be adjusted due to parish Mass times.***
  + **Lunches - Ready to Serve at 12:00 (Noon)**
  + **Boxed lunches may be preferred to serving family style**
  + **Some parishes ask host families to provide a sack lunch for the missionaries instead of coordinating additional food**

|  |  |
| --- | --- |
| Sun. |  |
| Mon. |  |
| Tues. |  |
| Wed. |  |
| Thurs. |  |
| Fri. |  |

* + **Dinners - Ready to Serve at 5:15PM**

|  |  |
| --- | --- |
| Sat. |  |
| Sunday |  |
| Mon. |  |
| Tues. |  |
| Wed. | Parish Potluck |
| Thurs. |  |

* + **Snacks**

|  |  |  |  |
| --- | --- | --- | --- |
|  | 9:50AM - Snack Break | 1:00PM - Water Break | 7:45PM - Snack Break (Teens) |
| Sunday | ============= | ============= |  |
| Mon. |  |  |  |
| Tues. |  |  |  |
| Wed. |  |  | ============= |
| Thurs. |  |  |  |
| Fri. |  |  | ============= |

* **Materials Ready for Classrooms Upon Arrival of Team**
  + Have materials available or explain access to teaching materials, such as paper, scissors, crayons, and glue for the team upon their arrival on Saturday afternoon.
  + The minimum requirement in the classroom is a board with chalk or markers.
  + In the large gathering room, a microphone would be helpful if there are a large amount of children. Speakers that have Bluetooth or capability to plug in IPod/auxiliary cord for music will help.
* **Arrange the Meeting with the Team on Saturday Afternoon / Tour of the Facilities**
  + Be clear about access to facilities, keys and instructions, and what spaces are able to be used and which are off-limits.
  + If possible, a formal meeting with parish coordinator and parish priest would be helpful on Saturday afternoon to address any concerns.
  + On the Tuesday before the week of Totus Tuus, the team leader will contact the Parish Coordinator and arrange the arrival time. **If no phone call is made by Wednesday morning, please contact Mark Travis 419-953-0614.**

* **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.**
* **50% Deposit paid to the Archdiocese of Cincinnati by Feb 1.**

* **Remit remaining balance to the Archdiocesan office no later than two weeks after Totus Tuus is hosted at your parish.**

## D. Downloadable Resources Online

Follow this link to the “Totus Tuus website” in order to access these helpful and important Downloadable Resources:

<https://www.centerforthenewevangelization.org/totustuus/parish-programs>

Documents on the Website:

* Promotional Materials
* Bulletin Announcements
* Archdiocesan Permission Form / Sample Registration for Parish Coordinator
* Friday Afternoon Social Time / Water Games Instructions for Parents
* Wednesday Potluck Dinner Reminder for Parents
* Sample Host Family Letter - Details Responsibilities for Host Family