



# TOTUS TUUS

Summer Youth Catechetical Program

**Parish Program Guide**



“Totus Tuus ego sum et omnia mea tua sunt.”

Archdiocese of Chicago’s Vocation Office



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## Totus Tuus

Totus Tuus is a summer, week-long Catholic youth program dedicated to sharing the Gospel and promoting the Catholic faith through evangelization, catechesis, apologetics, Christian witness, the sacraments, Marian devotion and Eucharistic worship for students entering grades one through 12. We strive to help young people understand their faith through catechesis, so they may live in today's world through a "parish mission" for the young students of the parish, all with a strong emphasis on fun.



Totus Tuus is concerned not only with teaching the faith, but also igniting the hearts of its team members and young people. Totus Tuus seeks to assist and supplement the work of parents and parishes toward a deeper understanding of their faith and the person of Christ.

### 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.

### Totus Tuus – Totally Yours

*Totus Tuus*, a Latin phrase meaning *totally yours*, is the shortened version of motto of Blessed Pope John Paul II, "Totus Tuus ergo sum et omnia mea tua sunt." Originally taken from St. Louis de Montfort's *True Devotion to Mary*, it signifies our desire to give ourselves entirely to Jesus Christ through Mary. It also expresses our effort to give our all to every young person we encounter during this summer mission work.

### Method

Totus Tuus calls upon college students and seminarians from Chicago and across the United States to carry out its mission. These missionaries are hired for their love of the faith, energy, enthusiasm, ability to work as a team, commitment to spiritual growth and desire to work with youth. Those hired are extensively trained, put on teams of four (two men and two women) and sent out to a different parish every week for six weeks. Within the parish, they conduct a week-long "parish mission," teaching and inspiring the parish's youth.

In these teams Christ's love is made manifest. The love shared by these team members is the example of authentic Christian living, and their lives for the summer are centered on prayer and the sacraments. It is through this supernatural life they work to serve and be a witness. **"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). Youth see these teachers are joyful and on fire with the Catholic faith, and they long for the same thing in their lives.

The daily schedule for Totus Tuus teachers revolves around Mass, Sacrament and prayer – a

summer entrusted fully to the Lord, and a heart devoted to youth and parishes of the Archdiocese of Chicago.

## Five Pillars of Totus Tuus

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

The **Eucharist** is held in the highest esteem in the Totus Tuus program. The celebration of the Holy Sacrifice of Mass is understood to be the “source and summit of the Christian life,” (Lumen Gentium, 11).

Totus Tuus teachers will lead 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. 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.

Authentic **catechesis** provides the foundation for the program’s teaching. Totus Tuus instructs young people in the basic tenets of the Catholic faith to cultivate both a solid intellectual foundation and an intimate relationship with Jesus. All our teaching aims to help young people grow in an understanding of the Catholic faith, strengthen their faith life and, most importantly, develop a friendship with Jesus Christ.



Totus Tuus strives to foster **Christian vocations** by encouraging young people to begin discerning God’s call in their life to marriage, the priesthood, the religious life or being a consecrated single. Because the team members are striving to live an authentic Christian life and are actively discerning their vocation, they can better help youth to do the same. Historically, those team members who enter seminary or religious life find the seeds of their vocation were planted during Totus Tuus.

Since 2007, when Totus Tuus first began in Chicago, there are five Totus Tuus men now serving as priests in the Archdiocese of Chicago, there are 10 current seminarians that served in the program and two more that will serve this summer. Three men discerned into religious orders. In addition, two women entered religious life to name one order the Carmelites, and three women are actively discerning religious life.

Finally, Totus Tuus demonstrates one can be a faithful Catholic and still have **fun**. Morning pump up skits, along with songs, recesses, games and a water fight in the parishes are all manifestations of fun built into the program.

## This Year's Curriculum

The Sacred Scriptures and the *Catechism of the Catholic Church* provide the foundation for the catechetical instruction of the Totus Tuus summer program. Thus, Totus Tuus divides the four pillars of the Catechism into a six-year teaching cycle. The 2018 year's curriculum is indicated in bold print:

**2018: The Apostles Creed + Sorrowful Mysteries**

2019: The Sacraments + Glorious Mysteries

2020: The 10 Commandments + Luminous Mysteries

2021: The Virtues + Joyful Mysteries

2022: Prayer and Our Father + Sorrowful Mysteries

2023: The Mystery of Salvation + Glorious Mysteries

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

- **The Sorrowful Mysteries**
- The Glorious Mysteries
- The Joyful Mysteries
- The Luminous Mysteries



## Daily Schedule

The team adheres to this rigorous schedule throughout the summer. Although not recommended, it can be adapted to meet the needs of a particular parish. If you would like to adjust the schedule to accommodate any special circumstances in your parish, please speak to the team leader while on the phone or at the beginning of the week.

### Daily Team Schedule

6:30 a.m.	Rise
7:00 a.m.	Breakfast
7:30 a.m.	Arrival at Parish for Morning Prayer (Lauds), Rosary and Prayer
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
5:15 p.m.	Dinner

### Grades 1-6 Program

8:40 a.m.	Set-up
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
10:05 a.m.	Music Preparation for Mass
10:20 a.m.	CLASS PERIOD 2
10:45 a.m.	Mass Preparation/Confessions
11:15 a.m.	MASS
Noon	Lunch/Recess
12:55 p.m.	Cool Down-Water Break/Decade of the Rosary with Mystery
1:15 p.m.	CLASS PERIOD 3
1:40 p.m.	Skit Break
1:50 p.m.	CLASS PERIOD 4
2:15 p.m.	Gather, Review and Closing Prayer
2:30 p.m.	Dismissal

### Junior High and High School Program (Sample)

6:45 p.m.	Arrival/Set-up
7:00 p.m.	Introduction/Activity
7:30 p.m.	SESSION 1 Talk
7:45 p.m.	Small Group 1
8:00 p.m.	Break
8:15 p.m.	SESSION 2 Talk
8:30 p.m.	Small Group 2
8:45 p.m.	Night Prayer (Compline)
9:00 p.m.	Dismissal



## Weekly Schedule

Day to day, during the week, there are slight deviations to the typical schedule that are intentionally built into the program.

### **Saturday**

- Team arrives late afternoon.
- Meet with parish contact and/or pastor.
- Tour of parish's facilities.
- Team speaks at Vigil Mass.
- Meet with host families providing housing for the week.

### **Sunday**

- Team speaks at all Masses.
- Team leader contacts parish contact for the next week.
- Set up of the parish's facilities.
- Junior high and high school program begins.

### **Monday**

- Grade school program begins.

### **Begins Tuesday**

- Adoration and confession night at junior high/high school program.

### **Wednesday**

- Parish potluck dinner (optional).

### **Thursday**

- Social night at junior high/high school program.
- Junior high/high school program.

### **Ends Friday**

- Friday fun activities for grade school program (no afternoon classes).
- Grade school program ends.
- Team (typically) departs.



## Grade School Program

The Totus Tuus Grade School Program is designed for children **first through sixth grades** in the 2017-18 school year.

The grade school program runs **Monday through Friday from 9:00 a.m. to 2:30 p.m.**

The grade school program is very structured with the high point of each day being Mass. This allows 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. Children are typically split into age groups, by grade, so instruction and questions can be directed appropriately.

While classes comprise a large part of the day, Totus Tuus makes sure that the kids have fun, too. We have a “pump up” to start each day, snack break in the morning, recess and “cool down” after lunch, as well as a skit break in the afternoon.

### Daily Mass and Confession

Understanding all we do is intrinsically linked with the whole liturgical and sacramental life of the Church, Totus Tuus encourages the celebration of Mass every day. Totus Tuus asks a lot of our priests, who are already very busy, but their presence is crucial for the program. For their participation, and indeed for their entire vocation, we are forever grateful. We have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous impact on the children.



Youth will participate at Mass by serving, bringing up the offertory gifts and proclaiming the readings. Totus Tuus missionaries will lead children in a few songs during Mass.

**It is the responsibility of the parish contact to arrange the liturgical and sacramental events with the priests.** The daily celebration of **Holy Mass at 11:15 a.m.** is an expectation for each parish. However, we understand things may arise unexpectedly, such as funerals. The Totus Tuus missionaries will work with you on the matter.

Additionally, the Sacrament of Reconciliation is to be made available every day before Mass, beginning at **10:45 a.m.** If your parish has a large number of students for the week, it is recommended additional priest(s) assist with confessions.

If parish priests are unable to preside at Mass, please ask around in neighboring parishes to secure a replacement. The response from 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

For the grade school program to run smoothly, the team requests **one large hall, gym or room for their main assemblies**. If necessary, this same room can be used as a lunchroom.

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 1<sup>st</sup> and 2<sup>nd</sup> grade classrooms, it is ideal to have a large enough room for open space near the board for the children to gather on the floor, as well as tables set up with chairs for their activities. If possible, have one other room/space available as a **team room**, where the teachers can leave their own supplies for the week.

Team members will set up the rooms by arranging chairs, desks and/or tables for those registered for Totus Tuus upon arriving at the parish. Please make sure **the church** is available for Mass and confessions every day. Additionally, the church should be available on Wednesday or Thursday afternoon for a tour with 1<sup>st</sup> and 2<sup>nd</sup> graders. Sometimes a 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 children into the sacristy to see all the vestments and vessels used during Liturgy. 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:

- Access to photocopier
- Dry erase markers or chalk
- White copy paper
- Items for both morning and afternoon skits
- Recess equipment – balls, sidewalk chalk, etc.
- Tubs, wading/baby pools, cleaned/lined garbage cans (Friday only)
- Smaller tubs to store water balloons
- Water hoses (Friday only)
- Access to broom, mop, garbage bags and other cleaning supplies

## 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 Gatorade are also options. The children will need drinks set out for them at three points during the day: at the morning snack break at **9:50 a.m.**, at lunch at **noon**, and after recess at **12:55 p.m.** We ask your volunteers to have snacks and drinks ready five minutes before each break.

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



The children should be asked to bring sack lunches and a water bottle/drink. Some teams make it a point to eat alone during lunch to get a short break to re-group, if this is the case for the team coming to your parish, please have some of your volunteers watch over the children as they eat.

After lunch is recess. Team sports are encouraged; therefore, children are invited to bring Frisbees, jump ropes, balls, etc. The team will participate in recess with the children. Please make sure to have the area blocked off if recess is in a parking lot.

The 1:40 p.m. break is not a snack break, simply a skit time.

## Friday Afternoon

On Fridays, the daily schedule will be altered. We will follow the schedule through lunch, but then it is modified to allow for fun time on Friday afternoon.

Friday afternoon's festivities are held in a large, open area on your parish's grounds – either a grassy area or the parking lot.

Recess is followed by a strict instruction period for the students and then a water balloon toss and "water fight," for which students can bring water guns, squirt bottles, buckets, etc. By about 2:15 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. to hold water for the water fight. The team will set up for the water fight beginning at 9:00 a.m. on Friday. Please have access to all outdoor water faucets, wading pools, tubs, cans, etc. by that time. Also, a volunteer or two would be helpful (especially teen volunteers) Friday morning.

We are no longer having the "Human Sundae." We highly encourage parishes to host an ice cream social for parents to attend before/after the water fight. This allows for fellowships for not only the children, but parents, parish contacts and missionaries, which creates community for your parish. If you are unable to supply ice cream, please reach out to the coordinator of the program, and you can brainstorm another activity.

### **Tips for Friday Afternoon**

Please recommend that students wear something that can be ruined, but it is necessary that they wear shirts, shorts and shoes during the water fight. 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 and what to bring for the water fight. Fliers with important information will also be handed out on Thursday. Parents are welcome to join Totus Tuus for Mass and afternoon fun.



## Junior High/High School Program

Junior high youth are those entering the 7<sup>th</sup> or 8<sup>th</sup> grades for the 2018-19 school year. High school youth are those entering 9<sup>th</sup> grade for the 2018-19 school year through those who have just graduated high school.



The junior high and high school program meets **Sunday** through **Thursday** from **7:00 to 9:00 p.m.**

While many summer programs limit themselves to the sixth grade and below, Totus Tuus offers evening instruction for junior high and high school youth. We have found college-aged missionaries can effectively impact high school youth. Two reasons have been noticed: the close proximity of age and ability to establish mentor relationships (i.e. big brother or big sister). The Totus Tuus High School Program includes instruction, small group discussions, quiet meditation, prayer and fellowship. Our high school program is different from normal parish-based youth ministry.

### 2018 Junior High/High School Curriculum

Just like the grade school program, Totus Tuus is also fun and entertaining for older students. Most evenings begin with an icebreaker activity or game. It is also a time for youth to bond and build relationships with the team and one another. Concluding the week, the team will spend Thursday night in fellowship with the youth, which may include a bonfire, shaving cream wiffleball, marshmallow dodgeball, etc.

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.

We encourage that the youth minister of the parish attends all or a portion of Totus Tuus' evening program. They can use this time to meet students who are not yet involved with youth ministry and share invitations to future events.

### Adoration and Confession (Tuesday Evening)

The goal of Tuesday evening is to create a more prayerful retreat setting for the youth from the beginning of the evening. The students are led immediately into a talk to prepare them for the Holy Hour.

- 6:45 p.m. Arrival/Set-up
- 7:00 p.m. Greet Students
- 7:05 p.m. TALK: Confession and Adoration
- 7:40 p.m. Meditation
- 8:00 p.m. Exposition of the Blessed Sacrament
- 8:50 p.m. Night Prayer/Benediction
- 9:00 p.m. Dismissal



While it is preferred to keep Adoration and Confession on **Tuesday evening**, it can be changed to another day depending on the parish's schedule and priest(s) availability. If a change of date is required, Wednesday is preferred to maintain the flow of the talks. Solemn Exposition and Benediction should follow the liturgical norms of the Church. 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. **We encourage you to have music playing in the background. Either a CD or a team member who can play.** This is extremely effective in helping teens enter into the Sacrament and prayer.

Since the 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 one priest for every 15 students. Like the grade school program, it is recommended to begin by asking priests at the neighboring parishes and 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.

## Facilities



Like 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** also needs to be available for Adoration and Confession on Tuesday evening. It is best if you can have breakout rooms or class rooms for teaching. If you do not have classrooms available, then four designated spaces will be helpful.

**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 and high school program:

- Paper – white copy paper
- Pens or pencils
- Dry erase markers or chalk
- Bibles
- 5-7 votive candles
- Large crucifix, religious statute or image
- Decorative cloths
- CD player
- TV and DVD player
- Access to broom, mop, garbage bags and other cleaning supplies



## Snacks

There is a 15-minute snack and refreshment break at 8:00 p.m. Refreshments/snacks will be on Sunday, Monday, Wednesday and possibly Thursday evenings. No snacks are needed Tuesday evening. All participants are asked to donate cookies/crackers; these donations can simply be rationed for the week.

## Social (Thursday Evening)

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, food, cookouts and bonfires; other games like shaving cream wiffleball or marshmallow dodgeball have also occurred.





## Your Totus Tuus Team

Each Totus Tuus team consists of four young adults (two men and two women), a combination of college students and seminarians. The missionaries are hired based upon their commitment to the Catholic faith, desire to teach, love of children, energy, enthusiasm and leadership abilities. Teams are chosen after the first week of training at the beginning of the summer.



### Initial Contact

The team leader will call the parish contact one week prior to the team's arrival. They typically call the **Sunday afternoon**. They will go through the checklist provided to you as well as other details necessary for their arrival. It is at this point that you can ask any questions of them.

### Arrival and Set-up

The team arrives on the **Saturday afternoon or evening prior to the week**. The Totus Tuus team will attend and make an announcement regarding Totus Tuus at all Masses. Often this presentation will help bring in more youth to participate in the week's program. The team should meet with the parish contact and pastor (if available) for a formal meeting and tour 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, then please make sure the team leader knows who will have facility keys for the week.

### Host Families

We ask that the parishes find host families to provide sleeping arrangements, a morning continental breakfast and possibly the use of laundry facilities at some point over the course of the week. The team needs two "host homes," one for men and one for women. 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. No missionary should be housed alone. At the home, teachers are required to have separate sleeping quarters from the family. The missionaries can be paired in one room together, two bedrooms are not needed. We do ask separate beds, air mattresses, etc. be provided for each team member. Bathroom facilities can be shared with the family.



Housing of team members takes place from their arrival **Saturday evening** until their departure the following **Friday afternoon or Saturday morning**. Each team will provide their 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.

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.

## Meals

**Dinner on Saturday:** Should follow 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 good idea is inviting the pastor and other priests of the parish to the dinner as well.

**Lunch for 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.

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

**Lunch for Monday through Friday:** Should be provided by the parish or a parish family at 12:15 p.m. Volunteers assisting in the kitchen can prepare lunch, or the team can fix sandwiches from food brought in.

**Dinner on Sunday, Monday, Tuesday and Thursday (possibly Wednesday and Friday):** 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 **5:15 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.

**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 5:15 p.m. If the potluck will be on another evening, please plan accordingly.

## Departure

Typically, teams from the Archdiocese leave quickly from the parish after the close of the day program and the cleaning up of the parish, and make their way back to Mundelein Seminary. However, sometimes, when the next parish for the following week is close by, they may stay for the night. The team leader will notify the parish contact during the initial contact phone call the week prior whether they plan to leave Friday evening.



## Parish Involvement

The focus of the Totus Tuus program is 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. There are other ways that the larger parish can be involved.

### Parish Potluck Dinner

This is an optional event, but some parishes want to hold a potluck dinner for the children, their families and all parishioners on Wednesday evening. It is an excellent way to gather the whole community. 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 parents to meet and get to know the missionaries. Again, the day can be adapted to meet the needs of each individual parish.

The potluck should begin at 5:15 p.m. and finish around 6:30 p.m. to allow the team to set up for the night program.

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 first through sixth grade youth have been learning through the week.

### Daily Mass

Every day at 11:15 a.m. is Mass. This is a great event to invite any/all of the parish to. As the week progresses, first through sixth graders typically become more invested in what is happening at the Mass. Also, to hear all their voices singing and responding is refreshing to witness.

### Intercession

We highly 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.

Prayer is the heart of the mission of evangelization and the core of the Totus Tuus program.



## Volunteers and VIRTUS Training

As this is a big job for one person, we strongly recommend having volunteers to assist throughout the week. Volunteers can consist of adults, junior high and high school students.

### VIRTUS Training

Totus Tuus takes the safety of children very seriously. All Totus Tuus team members will have attended a VIRTUS training session, completed a CANTS background check and the online eApps requirement, completed the Mandated Reporter Training and signed a Code of Conduct.

All volunteers must be approved according to diocesan standards, and it is the parish's responsibility to see that their volunteers comply. It is a requirement of volunteers over the age of 18 in the Archdiocese of Chicago to have attended a VIRTUS training session prior to working with children. This requirement is not necessary for families volunteering to provide food, dinners or those providing housing for missionaries.

### 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 highly encouraged to attend the evening program. Encourage them to attend one night at least or attend Tuesday night for Adoration and Confession. If teens they have work or something they cannot get out of for the evening, please work with their schedules. There should also be an adult present with volunteers who are under 18; volunteers who are minors should not be left alone.

We ask that high school volunteers dress appropriately and in line with Totus Tuus guidelines and Christian modesty. This will also ensure that they dress appropriately for the Celebration of the Eucharist.

- **Men:** A clean shirt. Shorts and pants must fit them therefore no baggy pants.
- **Ladies:** Shorts, skirts or dresses must be at or below the knee. Shirts must cover the shoulders. Therefore, tank tops or short shorts are inappropriate.

## Responsibilities for Volunteers During the Grade School Program

It is helpful if the parish coordinator divides up volunteers and responsibilities prior to Totus Tuus.

- Registration and check in of participants each morning
- Sizing students for T-Shirt orders on Monday morning and afternoon, and Tuesday morning
- Setting up drinks and snacks for 9:50 a.m. break, and water break after recess
- Cleaning the kitchen and lunch area especially after snack break and lunch
- Lunch/Recess detail – helping to lead recess games
- Helping those who may become hurt or ill
- Classroom helpers
- Monitoring bathroom breaks
- Help set up for the water fight on Friday morning
- Anything else the parish coordinator requests help with

**Classroom Volunteers**

Totus Tuus is 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 first and second grade classrooms.

**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.



## Financial Considerations

Below you can find an overview of logistics and financials for the Totus Tuus Program.

### Program Fee

For one team (four persons) the maximum youth in the grade school program is 80-90 youth and 50 for the evening program.

The cost for one week of Totus Tuus is \$1,700. Please refer to emails that have been sent out regarding the program fee. You can contact Courtney Bonty via email her at [cmbonty@gmail.com](mailto:cmbonty@gmail.com) with any questions regarding payments.

### Program Cost:

The program cost is \$1,700. We will confirm your reservation by January 1, 2018, at which time, a \$500 deposit will be due to hold your spot, and the remaining will be due by mid-March. It is up to your parish to decide how to raise those funds (Most parishes charge per-student fees.).

### Program Space and Personnel Needs:

- Four classrooms, one indoor gathering area, one chapel/church for Mass at 11:15 a.m.
- Parish priest(s) to perform sacraments:
  - Mass and Confession daily for Grades 1-6 and Tuesday night Adoration, and Confession service for junior high and high school programs.
- Two host families to house the college-aged missionaries: One for boys; one for girls
- One parish volunteer per 15 students
- Missionary Meals:
  - Breakfast (host homes), Lunch (parish coordinator), Dinner (different parish family each evening). Students bring own lunch.

### Additional Expenses

On average, potential other costs to the parish will be approximately \$200. The majority will consist of drinks, food and plastic table ware.

### Funding Tips

The amount the parish charges for participating youth is up to the parish itself. We recommend around \$25-50 per child or \$60 for families of three or more in the day program and \$15 per youth in the evening program.

Throughout the years, many Knights of Columbus councils and parish groups have assisted financially in bringing the program to parishes.

### Mass Donations

If you take up a second collection we ask that you consider donating to Totus Tuus has a whole. This year we will be giving out roughly \$3,000 in aid and will apply for grants. We do not intend to make money on this program as an office but want to ensure that cost doesn't prohibit a parish from experiencing the summer. So, please be mindful of how much you raise and what you can donate.



## Parish Coordinator's Responsibilities

The responsibilities of the Parish Coordinator for the program are a large commitment. We are very grateful for the effort you show to the program and the parish that you serve.

### Ongoing Responsibilities

- Serve as contact for the parish with the diocesan office.
- Serve as contact for the parish with the Totus Tuus team leader.
- Promote Totus Tuus at parish and local Catholic schools.
- Promote the parish potluck on Wednesday evening.
- Manage registration of participants and collection of registration consent forms and fees.
- We will confirm your reservation by January 1, 2018, at which time, a \$500 deposit will be due to hold your spot.
- Remit remaining balance of the Totus Tuus program fee by May 1, 2018.

### Prior to Totus Tuus

- Obtain permission for Totus Tuus team to speak at weekend Mass.
- Schedule priest(s) for liturgical schedule:
  - Confession: Monday to Friday 10:45 a.m. – 11:10 a.m.,
  - Mass: Monday to Friday at 11:15 a.m. and
  - Adoration and Confession: Tuesday 8:00 – 9:00 p.m.
- Reserve all facilities at the parish: \*
  - One large hall, gym, or room,
  - Three to four Classrooms,
  - Church,
  - Outdoor space – either a blocked off area in the parking lot or grass area,
  - Separate “teacher” bathroom available for the Totus Tuus team and
  - Separate teacher room to put supplies.
- Coordinate housing for team members:
  - One for two men and
  - One for two women.
- Schedule all meals:
  - Six Breakfasts: Sunday to Friday at the host family,
  - Six Lunches: Sunday to Friday and
  - Six Dinners: Saturday to Thursday (unless team decides to leave on Saturday, then 7 dinners).
- Obtain volunteers.
- Recruit intercessors.
- Speak with team leader a week before Totus Tuus on Sunday, one week prior.
- The Team should be aware of any allergies, medication or behavior issues from participants. A volunteer from the parish will be needed to assist those with physical or mental challenges.

\*Some of the same facilities can be used for both the grade school and high school programs.

**The Week of Totus Tuus**

- Be available to assist team and answer questions throughout the week.
- Have addresses and print out directions from parish to host families (housing and all dinner families).
- Have table(s) available in the Narthex after weekend Masses for registration.
- Manage registration of late participants Monday morning.
- Manage sign in and out sheet for the participants.
- Manage photo release forms signed by parents on Monday.
- Manage t-shirt order form to Ryan Rehkamp by Tuesday at 10 a.m.
- Schedule volunteers for the week.
- Organize potluck, including set-up and clean-up.
- Have containers cleaned and available Thursday evening to organize for the water fight and fill water balloons.

**After Totus Tuus**

- Submit evaluation form.

**T-Shirts**

Every summer, Totus Tuus sells t-shirts with a new design. The shirts are used for the promotion of the program, as well to help off-set the cost of Totus Tuus for the Archdiocese. Cost for 2018 t-shirts will be \$10/shirt.

Parents will be able to order t-shirts directly through GiveCentral. Shirts will then be delivered to the parish before the week is over via UPS Ground.

## **Bringing Totus Tuus to Your Parish**

The most important first step of bringing Totus Tuus to your parish is to introduce the program to your pastor. Once your parish has the enthusiastic support of your Pastor, a parish contact needs to be named to coordinate with the Vocation Office.

At this time, that contact should call the Vocation Office at 312.534.1037 to begin going over the specifics of the preparation, or submit the Team Reservation Form, below.

## Totus Tuus Summer Reservation Form

Name of Parish:

City:

Name, phone number and email of Pastor:

Name, phone number and email of Lay Contact/Totus Tuus Coordinator:

To reserve a Totus Tuus Team for the summer of 2018, please place a “1” in front of your first choice and a “2” in front of your second choice. Every attempt will be made to honor your first choice.

- Week 1 – June 10-15
- Week 2 – June 17-22
- Week 3 – June 24-29
- Week 4 – July 8-13
- Week 5 – July 15-20
- Week 6 – July 22-27

The morning Elementary School Program is limited to 90 children. **If you plan on more than 90 children, you will need to host and pay the fee for two teams.**

We will confirm your reservation by January 1, 2018, at which time, a \$500 deposit will be due to hold your spot.

**Please return this form to:**

Vocation Office  
Archdiocese of Chicago  
750 North Wabash Ave.  
Chicago, IL 60611

Or email to:

[totustuus@archchicago.org](mailto:totustuus@archchicago.org)  
[tmonahan@archchicago.org](mailto:tmonahan@archchicago.org)  
[ezapien@archchicago.org](mailto:ezapien@archchicago.org)



## Best Practices for a Successful Totus Tuus

1. 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, youth, 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.
2. Inform the priest of the schedule for the sacraments (daily Mass and Confession, Adoration/Confession on Tuesday night).
3. Find host homes to provide sleeping arrangements, a morning continental breakfast and possibly snacks to refuel the teachers. Homes close to the parish help save time for travel.
4. Find families to provide lunches and dinners for the team each day. Lunches are at the parish and dinners are generally at the homes of different families during the week. A family may choose to bring a dinner to the parish or take the team out to eat if they desire.
5. The parish coordinator cannot do everything by him or herself. As such, we strongly recommend forming a committee of adults and high school students to assist throughout the week of Totus Tuus. Some volunteers may help during the evening program or assist with promotion. All volunteers must be approved according to Archdiocesan guidelines.
6. Begin promoting Totus Tuus as early as possible so families can plan to have their children participate. Share flyers with the parish school and Religious Ed programs, and include them in church bulletins and announcements from the pulpit. Make sure everyone is aware of the program, so a concerted effort is implemented to effectively promote the program. Neighboring parishes can also be invited to participate.
7. Have facilities reserved for the program well in advance.



## Contact Us

**Vocation Director**

Fr. Timothy Monahan

Email: [tmonahan@archchicago.org](mailto:tmonahan@archchicago.org)

**Program Coordinator**

Erica Zapien

Email: [ezapien@archchicago.org](mailto:ezapien@archchicago.org)

Archdiocese of Chicago Vocations Office  
750 North Wabash Avenue Chicago, IL 60611