TOTUS TUUS OF MADISON
PARISH SUMMER CATECHETICAL PROGRAM
2018 Informational Guide
“Blue Book”
Totus Tuus - “Totally Yours”

Totus Tuus is a summer Catholic youth program dedicated to sharing the Gospel and promoting the Catholic faith through evangelization, catechesis, Christian witness, and Eucharistic worship. Our week-long Parish Summer Catechistical Program 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 young adults who continue to dedicate themselves to the Church’s mission of evangelization.

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.

Our Motivation

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

Our Method

Totus Tuus calls upon college students and seminarians from the Catholic Diocese of Madison and across the United States to carry this mission to every young person they encounter in the parish program. Students are hired for their energy, enthusiasm, love for the faith, commitment to spiritual growth, ability to work with a team and a desire to work with youth. Parish catechists are grouped into teams of four, each consisting of two men and two women, and are invited to a different parish every week for six weeks, where they conduct a week-long “parish mission,” teaching and inspiring the parish’s first through twelfth grade youth.
The Five Marks of Totus Tuus

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

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

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

Additionally, the daily schedule of the Totus Tuus catechist revolves around the Mass, the Sacraments and prayer. A summer given entirely to God and the young people of the Catholic Diocese of Madison 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—provide the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit” of the daily schedule.

Totus Tuus catechists and counselors will lead the young people to Jesus for a week; however, Mary will lead them to Jesus for a lifetime. Therefore, Totus Tuus promotes Marian Devotion. Meditating on the mysteries of the Rosary, we come to see how Mary always leads us to her Son. Praying with her and to her, we hear her say to us, “Do whatever He tells you” (John 2:5).
An authentic **catechesis**, rooted in an orderly and systematic explanation of God’s revelation of Himself through the person of Jesus Christ, provides the foundation of the program’s teaching. Totus Tuus instructs young people in the basic tenets of the Catholic faith to cultivate both a firm intellectual grounding and a solid relationship with Jesus. All of our teaching aims to help young people grow in the understanding of, strengthen their faith in, and, most importantly, develop an intimate friendship with Jesus Christ.

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

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

**The Totus Tuus Curriculum**

The Sacred Scriptures and the *Catechism of the Catholic Church* provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program. The 2018 curriculum will focus on The Apostles’ Creed and The Luminous Mysteries.

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

- **Year One:** The Mystery of Salvation
- **Year Two:** The Apostles’ Creed - 2018
- **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 - 2018**
- The Sorrowful Mysteries
- The Glorious Mysteries

*Photo taken by Kevin Wondrash, Catholic Herald*
## Daily Schedule

### Grade School Program:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Introduction</td>
</tr>
<tr>
<td>9:15</td>
<td>Icebreaker / Skit to introduce String</td>
</tr>
<tr>
<td>9:25</td>
<td>Class Period #1</td>
</tr>
<tr>
<td>9:50</td>
<td>Snack / Game</td>
</tr>
<tr>
<td>10:10</td>
<td>Music Preparation for Mass</td>
</tr>
<tr>
<td>10:20</td>
<td>Class Period #2</td>
</tr>
<tr>
<td>10:45</td>
<td>Mass preparation/ Confessions</td>
</tr>
<tr>
<td>11:15</td>
<td>Mass</td>
</tr>
<tr>
<td>12:00pm</td>
<td>LUNCH – RECESS</td>
</tr>
<tr>
<td>1:00</td>
<td>Water Break / 1 decade of Rosary</td>
</tr>
<tr>
<td>1:10</td>
<td>Class Period #3</td>
</tr>
<tr>
<td>1:35</td>
<td>Skit</td>
</tr>
<tr>
<td>1:50</td>
<td>Class Period #4</td>
</tr>
<tr>
<td>2:15</td>
<td>Gather, Review, &amp; Closing Prayer</td>
</tr>
<tr>
<td>2:30</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

### Junior and Senior High School

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30</td>
<td>Teachers arrive to prepare</td>
</tr>
<tr>
<td>7:00</td>
<td>Icebreaker Game</td>
</tr>
<tr>
<td>7:25</td>
<td>Introduction / Welcome</td>
</tr>
<tr>
<td>7:30</td>
<td>Lecture / Talk on specific topic</td>
</tr>
<tr>
<td>8:00</td>
<td>Small Groups</td>
</tr>
<tr>
<td>8:45</td>
<td>Night Prayer</td>
</tr>
<tr>
<td>9:00</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**Team:**

**Day Program:**

**Evening Program:**
**Grade School Program**

The Totus Tuus Grade School Program is designed for children going into first through sixth grades in the 2018-19 school year. The Grade School Program runs Monday through Friday.

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

**Facilities**

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

The size of the student body will determine how much **classroom space** is needed. For one team this will mean having four classrooms available for use. (One of the classrooms is for the team to use as a prep room.)

Each classroom should have a **chalkboard or a dry-erase board.** For the 1st and 2nd grade classroom, it is ideal to have a large enough room to have some empty space near the board for the children to gather on the floor, as well as tables set up with chairs for their activities. Team members will set up the rooms.

It is very important that the **church and priest** be available for Mass and confessions everyday.

**Volunteers and Safe Environment**

Each parish should assign one person to be a “parish coordinator.” The coordinator will work with the Totus Tuus representative (from the Office of Evangelization and Catechesis) and make arrangements in advance of the team’s arrival to ensure the week runs smoothly. Duties are described throughout this “Blue Book.”

The parish coordinator cannot possibly do everything by him- or herself. As such, we strongly recommend having a few high school students and/or adults to assist throughout the week. At the pastor’s discretion, teens may earn credit for volunteer hours.
There should be at least two adults present in the building at all Times when the program is in session.

Volunteers can assist the coordinator by setting up drinks and snacks, cleaning the kitchen, sweeping the floors after breaks and lunch, helping those who may become ill, and doing anything else the coordinator may ask.

Volunteers should also be utilized in the classrooms, as Totus Tuus will be unable to provide more than one team member in each classroom. For safe environment purposes, please have at least one volunteer per room. Three volunteers per room would be ideal—one to stay in the classroom with the teacher; two to accompany kids together out of the classroom when necessary.

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

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

Volunteers should not be alone with youth in the bathroom, but should instead wait outside in the hall for them. If it is necessary to go into the bathroom with a child, there should be two volunteers present.

Classroom volunteers who are being disruptive will be asked to report to the parish coordinator.

The team leader will meet with classroom volunteers Monday morning at 8:40am to explain their responsibilities during the week. The parish coordinator is welcome to attend this meeting.

Volunteers over the age of 18, MUST be Virtus trained. Their names along with a confirmation of their Virtus certification and background check must be signed by the parish safe environment coordinator or, preferably, by the pastor and sent to the Office of Evangelization and Catechesis. The Virtus and background check confirmation form can be obtained from the Office of Evangelization and Catechesis website. It is the responsibility of the parish coordinator to make sure the volunteers have met these diocesan criteria.
Lunch/Snacks/Recess
While classes comprise a large part of the day, Totus Tuus is not school and makes sure that the kids have FUN, too! Therefore, we have a snack break in the morning and recess “cool down” after lunch.

We ask the parish to provide drinks throughout the day. Water is a necessity, but we also encourage other drinks such as lemonade or Kool-Aid. The children will need drinks set out for them three times during the day: snack break (9:50am), at lunch (12:00 p.m.), and after recess (1:00 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 (crackers, fruit, veggies, granola bars, trail mix) at the morning snack break. Or each family can bring a snack to share on Monday for the week.

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

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

Mass and Confession
It is in the Sacraments, especially in the Eucharist, that Christ Jesus works most fully for the redemption and sanctification of all mankind. We realize that Totus Tuus asks a lot of our priests who are already very busy, and for their presence and participation in the program we are 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 coordinator to arrange the liturgical and sacramental events with the priest.
Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the daily celebration of Holy Mass at 11:15 a.m. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day before Mass, beginning at 10:45 a.m. This schedule can be adapted to meet the needs and special circumstances of your parish. If you would like to discuss alternate schedules, please contact the Director of Totus Tuus as soon as possible.
The oldest students will be sent to Confession on Monday and younger grades as the week progresses. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist.

The youth will participate at Mass by serving, bringing up the offertory gifts and proclaiming the readings and petitions. Totus Tuus team members will lead the children in a few songs during Mass; therefore, it is not necessary to ask the music director or choristers to be there.

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

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

**Friday Afternoon**

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

At 1:10pm on Friday afternoon, the parish coordinator will be given several options for activities that the students can participate in. In the past, a teacher can be chosen to get “shaving-creamed” by the students.

The water games are scheduled to begin at 1:45pm. Friday afternoon’s festivities can be held in a nearby park or recreation area, or just in a large, open area (the parking lot will suffice) on your church grounds. During these water games will be a **water-balloon toss** and a **“water fight”** for which students can bring a bucket. The team will provide the water balloons. By about 2:20 p.m. the water fight ends and students help the team clean up the area.

The parish is asked to provide a **water hose**. Parishes may also choose to provide **popsicles, ice cream, or other treats** at the conclusion of Friday afternoon.

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

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

**Junior and Senior High School Program**

Totus Tuus offers instruction in the evening for junior and senior high school youth. Junior High youth are those entering the 7th and 8th grades, and Senior High youth are those entering grades 9-12 for the 2018-2019 school year. These grade levels meet Sunday through Thursday.

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

The Totus Tuus Junior and Senior High School Program comprises instruction, small group discussions, 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.

**Facilities**

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

**The church** needs to be available for Adoration and Confessions one evening of the week, usually Tuesday. And Night Prayer each evening if possible.

**Supplies**

It would be helpful to have the following supplies for the high school sessions: Bibles, rosaries, writing utensils.

**Schedule**

Each evening session runs from 7:00 p.m. until 9:00 p.m. There will be time for fellowship, snacks, speaker, and small group discussions. The schedule varies, as described below, on Tuesday and Thursday.

**Snacks**

There is a 15-minute refreshment break at 8:00 p.m. We ask the parish to supply the refreshments Sunday, Monday, and Wednesday evenings. If desired, the teens may bring the snack each night. No snacks are needed Tuesday and Thursday evening.

**Adoration and Confession**

On Tuesday evening, the youth adore Christ face-to-face during Exposition of the Blessed Sacrament. During the same time, the youth are encouraged to receive the Sacrament of
Confession. Thus confessors will be needed from 8:00-9:00 p.m. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist. This evening may be moved to another day of the week, usually Wednesday, if necessary; please remember to adjust snacks and schedule the priest accordingly.

**Thursday Evening Social**

On Thursday evening, the last night of retreat sessions, the team will spend time in fellowship with the youth. Activities for Thursday evening may include anything that allow the team members and youth to interact on a social basis, e.g., Shaving cream wiffleball, a barbecue at the lake, going out for pizza and bowling, going to a parishioner’s home for a cookout, etc. This is a great chance for the team to make a personal connection with the youth and establish a mentor relationship. If the activity is off-site, the youth are to provide their own transportation; Totus Tuus will not be responsible for transportation.
The Team
Each Totus Tuus team consists of two men and two women. The teachers are chosen based upon their commitment to the Catholic faith, desire to teach the faith, love of children, energy, enthusiasm and leadership abilities.

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

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

Arrival/Setup
The team arrives on the Saturday afternoon or evening prior to the week of teaching.

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

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

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

The interaction at host homes is valuable for both the team members and the families. However, because of the team’s schedule, it is important to stress that the team may occasionally be late getting home due to team meetings.
Housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Friday evening or Saturday morning. Each team will provide their own transportation to and from the parish. **It is helpful to give the team driver a list of the names, addresses, phone numbers and directions to the homes for housing and evening meals.**

**Meals**
Plan to provide all of the team’s meals while the team is in your parish. Depending on the specifics of the week’s schedule at your parish, the team may not require dinner at a host family’s every night.

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

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

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

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

**Dinner on Sunday, Monday, Tuesday, and Thursday** should be provided at 5:30 p.m. Please arrange for families in the parish to host the team for supper. This allows for more families to be involved 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. The need for **dinner on Friday** should be determined when the team leader calls the parish coordinator during the week before the program.

Since the team is on a tight schedule, please do not schedule supper any earlier or later than 5:30 p.m. unless the team leader is notified. The team will leave the family’s home no later than 6:30 p.m. to return to the parish for the evening program. The team will not require a meal at the time the **Parish Potluck** is held. If a potluck is not held, please be sure that a family is lined up to host the meal for the team.
Parish Coordinator Information

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

- Reserve facilities:
  - Classrooms and gathering space for the week and help the team set up if possible.
  - Fields or other play area for recess and Friday afternoon “fun time.”
  - Large room for the parish potluck.

- Arrange for Friday afternoon “fun time” supplies, e.g., garden hose, popsicles.

- Promote the program and collect registrations.
  - Collect Medical Release Forms, Parental Release Forms and Permission Forms for the Grade School Program and for the Jr. & Sr. High School Program’s Thursday evening activity.

- Recruit volunteers to help during the day program.

- Send the “Virtus and Background Check Confirmation” form to the Director of Totus Tuus in the Office of Evangelization and Catechesis.

- Arrange how snacks will be provided for the day and evening programs.

- Find separate **host families** for men and women.

- Arrange families (different than those providing housing) to **provide meals** for the team during the week.

- Schedule a **priest(s)** for daily Mass and Confession.
- Schedule a **priest** for Adoration and Confession Tuesday night.

- Organize and promote the **potluck**, as well as set-up and clean-up

- Meet with the team upon their arrival.

- Remit remaining balance to the Director of Totus Tuus in the Office of Evangelization and Catechesis.

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

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

<table>
<thead>
<tr>
<th>Number of Teams</th>
<th>Max. Youth Served*</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 team (4 persons)</td>
<td>90 youth</td>
<td>$1,600</td>
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</tbody>
</table>

*“Maximum youth served” applies only to those youth served through the Grade School Program. **If you have 90 youth please be sure to have adequate volunteers to assist the team.**

Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. We recommend around $20 per child or $50 for families of three or more. At $20/child, a parish with 45 youth in the Grade School Program and 30 youth in the Junior and Senior High School Program would take in $1,500 to help cover the cost for 1 team.

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?

T-Shirts

The Diocese of Madison will provide Totus Tuus t-shirts for purchase. You can choose to have parents buy them individually. If you plan to purchase a t-shirt for each child in the program please remember to include that when determining your fees.

Registration and Deposit

Registration and deposit will be given to Marie Lins, Coordinator of Totus Tuus for the Madison diocese.

**Down-Payment: $750 by April 1st, 2018**

This down payment is non-refundable.

**ATTENTION:** Please send a check with this information:

- Check written out to: **Diocese of Madison**
  - Put “Totus Tuus” in the “Details” or “Purpose” column

Please send in envelope to:

- Totus Tuus
- Office of Evangelization and Catechesis
- Diocese of Madison
- P.O. Box 44983
- Madison, WI 53744-4983

The remaining program fee will not be due until the week after the program ends.