# Table of Contents

- Getting Started ................................................. 3
- Parish Coordinator Check List ................................. 4
- Program Fee ...................................................... 5
- The Team ......................................................... 6
- Daily Schedule .................................................... 8
- The Totus Tuus Curriculum ..................................... 9
- Grade School Program .......................................... 10
- Middle/High School Program ................................ 12
- Promotions ......................................................... 13
- Parish Involvement .............................................. 14
- Safe Environment ............................................... 15
- High School Helpers ............................................ 15
- Parish Partnership Agreement ............................... 16
- Participant Registration Form—English ........................ 17
- Participant Registration Form—Spanish ....................... 18
Getting Started

At Totus Tuus, we’re committed to bringing kids closer to Christ through the sacraments, prayer and fun. In this guide, you will find helpful information about planning for Totus Tuus at your parish and what the team needs in order to thrive. If you have questions that cannot be answered from this document, please contact the diocesan coordinator, Michelle Nilsson, at 608-821-4545 or michelle.nilsson@madisondiocese.org. We will help you in any way we can!

Role of the Parish Coordinator

The parish coordinator may very well be the most important person involved in Totus Tuus. The success of a Totus Tuus Parish Program depends on you! We cannot thank you enough for your investment in the young people of our diocese. Please know the Diocese of Madison, the Office of Evangelization & Catechesis and Michelle Nilsson, the diocesan Totus Tuus coordinator, sincerely appreciate you!

While the team that visits your parish will have training specific to catechesis, classroom management and teamwork, for many of these college-aged students, this is their first job. It will be a great learning experience and you’ll help them grow professionally and personally. They will look to you for help with logistics at your parish, challenging behavior from kids and any scheduling issues that fall outside of their usual plan.

A Note for Father

Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources this program requires. Time and time again, teams will tell us that the involvement of the priest was one of the most meaningful aspects of the summer. As these young people learn, grow, and discern, your witness is invaluable. We understand that your schedule may not allow you to be present all the time, but we warmly invite you to be a part of Totus Tuus in any way that you can.

Here are the times that the team will need your help for Sacramental purposes:

- **Confession** for day program: Monday – Wednesday (Possibly Thurs.) at 10:50 a.m.
- **Mass**: Monday – Friday at 11:30 a.m.
- **Adoration** and **Confession** for evening program: Tuesday or Wednesday beginning at 8:15 p.m.
- **Church tour** for 1st & 2nd grade: Wednesday from 1:50-2:10 p.m.
Parish Coordinator Check List

The basic responsibilities of the parish coordinator for the program are as follows:

**Hosting the Totus Tuus Team**
- Register for Totus Tuus with the Office of Evangelization & Catechesis
- Submit Deposit Payment and Parish Partnership Agreement to the OEC
- Coordinate host homes (men and women should be housed separately)
- Coordinate team lunches and dinners (to be held at the parish)
- Coordinate details with the team the week prior to Totus Tuus at your parish
- Remit remaining balance after program concludes

**Grade School Program**
- Reserve large room (gym, cafeteria) for morning/afternoon gathering
- Reserve appropriate number of classrooms
- Reserve Church for Reconciliation and daily Mass
- Reserve Church for Wednesday Church tour and Thursday afternoon Adoration
- Coordinate with parish priest for daily Mass/Reconciliation/Adoration
- Coordinate snacks/drinks for snack break each day
- Coordinate Friday afternoon fun activity
- Conduct parish registration, collect medical release form and registration form from each family
- Recruit VIRTUS-trained volunteers/high school helpers for the Grade School Program
- Organize and promote the family night/potluck, as well as set-up and clean-up

**Middle/High School Program**
- Reserve Church for Tuesday night Adoration/Confession
- Prepare Wednesday night supplies: 5-6 votive candles, large Crucifix
- Coordinate with parish priest for Tuesday night Adoration/Confession (recruit additional priests if needed)
- Coordinate Thursday evening fun activity
- Conduct parish registration, collect medical release form and registration form from each
**Program Fee**

Below is the cost to a parish for hosting a team and the maximum number of youth per team. Please understand that if your parish exceeded the number of youth served during the previous year of hosting Totus Tuus, you may be asked to host additional teams at your expense.

<table>
<thead>
<tr>
<th>Reserve</th>
<th>Max. Youth Served*</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 team (4 teachers)</td>
<td>90 youth</td>
<td>$2500</td>
</tr>
</tbody>
</table>

*“Maximum youth served” applies only to those youth served through the Grade School Program. We understand that turning kids away is not desirable, but please do not “overload” your team. It is not fair for them and does not allow them to teach and connect with the kids as freely. Please close registration once you reach the maximum number of youth. We cannot guarantee additional temporary teachers.

**Funding Tips**

The amount the parish charges for participating youth is entirely up to the parish. We recommend $50 per child or a set fee for families of three or more. At $50/child, a parish with 50 youth in the Grade School Program and 30 youth in the Junior and Senior High School Program would cover the cost for one team. Throughout the years, many Knights of Columbus councils and parish men’s groups have assisted in bringing the program to various parishes.

**Registration/Deposit**

Registration for parishes will open in the fall of each year for the following summer. When you register online, you can request three dates. Your date will be confirmed once you submit the full payment to the Office of Faith Formation.

<table>
<thead>
<tr>
<th>Reserve</th>
<th>Deposit</th>
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</thead>
<tbody>
<tr>
<td>1 team (4 teachers)</td>
<td>$750</td>
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</tbody>
</table>
The Team

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

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

Arrival/Setup

The team leader should call you on the Wednesday afternoon prior to your week of Totus Tuus, usually between 3-5 p.m. If you do not hear from your team, please call the diocesan coordinator.

The team arrives on the Saturday afternoon or evening prior to the week of teaching. Please inform the team leader if they will be speaking at the Masses that weekend. Speaking at Mass is an excellent opportunity to publicize Totus Tuus and introduce the team. Often this brief 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. The team will set up the facilities on Sunday afternoon. Due to the early morning and late night scheduling of events, some parishes have found it convenient to provide the team leader with a key to the facilities. If you choose not to do this, please make sure the team leader knows who will have facility keys for the week.

Host Families

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

The interaction at host homes is valuable for both the team members and the families. However, because of the team’s schedule, it is important to stress that the team may occasionally be late getting home due to team meetings. Also, team members may not always be present at the host families’ homes in the afternoons due to planning and setup. The teams are asked to return to host homes by 11 p.m. and practice courtesy as guests.

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

Meals

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

The host family provides a continental style breakfast at 7:30 a.m. Breakfast does not need to be anything fancy or requiring effort. Cereal, fruit, granola bar or toast is sufficient. Sometimes all the team wants is coffee.

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 follow a demanding schedule each week for eight weeks. Like all of us, they
require “down time.” Honoring God’s commandment to keep holy the Sabbath, Sunday afternoon is their time for rest, recreation, and team fellowship, as well as time to prepare for the coming week.

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 host them for dinner.

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

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

Since the team is on a tight schedule, please do not schedule dinner any earlier or later than 5:30 p.m. unless the team leader is notified. The team will leave the family’s home no later than 7:00 p.m. to return to the parish for the evening program.

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

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

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

The Sacred Scriptures and the *Catechism of the Catholic Church* provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program.

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

- Year One: The Mystery of Salvation
- Year Two: The Apostles’ Creed
- Year Three: The Sacraments
- Year Four: The Commandments
- Year Five: The Virtues
- Year Six: Prayer and the Our Father —2022

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 Mysteries2022
- The Sorrowful Mysteries
- The Glorious Mysteries
Daily Schedule

The following is the usual schedule for use during the week of Totus Tuus. Some parishes adjust for a different Mass time (9 a.m., Noon). This is not ideal, but isn't impossible. Please coordinate any changes with your team.

1st - 6th GRADE PROGRAM

8:30-9:00 a.m. Opening Prayer, Songs and Skits
9:00-9:25 a.m. Class Period #1
9:25-9:45 a.m. Restroom Break and Snack
Break 9:45-10:00 a.m. Music Preparation for Mass
10:00-10:25 a.m. Class Period #2
10:25-10:50 a.m. Man Camp/Lady Camp (Break Early for Use of Restrooms)
10:50-11:20 a.m. Mass Preparation/Individual Classes to Confession
11:20-11:30 Move to Mass (Use Restrooms if needed)
11:30 a.m. Mass
12:15-1:00 p.m. Lunch and Recess
1:00-1:15 p.m. Cool Down-Water
Break 1 Decade of the Rosary
1:15-1:40 p.m. Class Period #3
1:40-1:50 p.m. Restroom Break/ Afternoon Skit
1:50-2:15 p.m. Class Period #4
2:15-2:30 p.m. Gather, Review and Closing Prayer
2:30 p.m. Dismissal

TEAM

2:30pm Clean/Set-up/Team Mtg
3:00pm Chaplet
4:00pm Team Recreation
5:00pm/5:30pm Dinner
JUNIOR & SENIOR HIGH SCHOOL PROGRAM

7:00-7:20 p.m. Introduction and IceBreakers/Game

7:20-7:35 p.m. Session #1

7:40-8:00 p.m. Small Group Discussion

8:00-8:15 p.m. Session #2

8:20-8:40 p.m. Snack/Second Small Discussion

8:40-8:45 p.m. Move to Church for Night Prayer

8:45-9:00 p.m. Night Prayer (Compline) followed by dismissal
Grade School Program

The Totus Tuus Grade School Program is designed for children entering first through sixth grades in the upcoming school year. The Grade School Program begins on Monday and concludes on Friday.

Facilities

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. All participants will begin in this room each morning and conclude here each afternoon.

The size of the student body and number of teams assigned to each parish will determine how many classrooms are needed. For one team, this will mean having four classrooms available for use; for two teams, eight classrooms; for three teams, twelve rooms. The team will generally use one of these as a “teacher’s space” for their supplies and afternoon meeting.

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

It is very important that the church be available for Mass and confession everyday. If there is not an Adoration chapel, the team will take youth to the church.

Lunch/_snacks/recess

Totus Tuus infuses catechetical instruction with authenticity and fun! We balance time inside and outside of a “classroom setting.” Therefore, we have a short bathroom break in the morning, recess and “cool down” after lunch, and a snack break in the morning and/or afternoon. Please speak with your team about when the best time for a snack break would be.

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 at least three times during the day: at lunch (12:15 p.m.), after recess (1:00 p.m.) and during snack break (9:25 a.m.). We ask that volunteers have the snacks and drinks ready five minutes before each break.

We also ask that the parish provide snacks (crackers, fruit, veggies, granola bars, trail mix) for the snack break. The children should be asked to bring sack lunches, but drinks may need to be prepared. Some parishes choose to provide lunch for the children, especially on Friday afternoons. The choice is yours, but please be clear so parents know what to expect. Recess follows lunch. The team will participate in recess with the children.

Mass and Confession

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

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the daily celebration of Holy Mass at 11:30 a.m. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day before Mass, beginning at 10:50 a.m. This schedule can be adapted if necessary to meet the needs and special circumstances of your parish. If you would like to discuss alternative schedules, please work with your team.
The oldest students will be invited 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 fun 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, the usual schedule is followed through lunch, but then it is modified to allow for “fun time” in the afternoon. Students still bring their lunches or some parishes like to take this opportunity to have a “cook out” (usually hot dogs and chips). After lunch there will be no formal classes.

The water games are scheduled to begin at 1:45 p.m. Friday afternoon’s festivities can be held in a nearby park or recreation area, or just in a large, open area on your church grounds. (Please keep in mind that water events held in a parking lot or another hard, paved surface, may increase the risk of children getting hurt). During these water games will be a water-balloon toss and a “water fight” for which students can bring water guns, squirt bottles, buckets, etc. The team will provide the water balloons. By about 2:30 p.m. the water fight ends and students help the team clean up the area.

Many parishes choose to do a “human sundae” however this is not required. You can substitute chocolate syrup with shaving cream for a less messy experience. The parish is asked to provide water hoses and wading pools or a stock tank, etc. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon. Some parishes ask the local fire department to send a truck and join in the water fight. This adds a considerable amount of water (and fun), but is completely optional. Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students come wearing something that can get messy; 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.
Middle/High School Program

Totus Tuus offers an evening program for middle and high school youth. Middle school youth are those entering the 7th or 8th grades, and high school youth are those entering grades 9-12 for the upcoming school year. These grade levels meet Sunday through Thursday.

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

Facilities

Similar to the Grade School Program, the team needs one large hall or room for their main assemblies. If the group is large, it is helpful to provide a microphone for the team. If this is a smaller group, a youth room is fine.

The size of the student body and number of teachers assigned to each parish will determine how much classroom space is needed. Generally, the team will need two classrooms available for use. The church needs to be available for Adoration and Confessions one evening of the week, preferably Tuesday. This is flexible based on the availability of your priest.

Supplies

It would be helpful to have the following supplies for the high school sessions: 5-7 votive candles, a large crucifix, and a decorative cloth. These items are for the meditation on Tuesday evening.

Schedule

Each evening session runs from 7:00 p.m. until 9:00 p.m. There will be time for fellowship, snacks, and two instructional sessions most evenings. Tuesday evening allows for Adoration and Confession. Thursday night closes the week with a fun activity.
Promotion

While many of your participants may be faithful returners, adequate promotion is necessary for a successful week. Consider using your parish’s website, bulletin and social media to let parents and children know when Totus Tuus will be at your parish.

Use of Logo and Theme Art

We’re happy to send you files of our Totus Tuus Marian logo to use on your website, in your bulletin and in other promotions for Totus Tuus. To obtain JPEGs or Adobe Illustrator files, please email Michelle Nilsson at michelle.nilsson@madisondiocese.org. All we ask is that you do not alter the logos/art in any way.

Poster

The Office of Evangelization & Catechesis will provide a generic poster design for all parishes to edit and print on their own. You can add your parish’s date information and print as many as you want.

T-Shirts

Your parish is welcome to print t-shirts at your own cost. You may print them at your preferred printer. You’re welcome to use our design and add your parish’s name. It’s helpful if you do not use the same shirt color as our teachers.
Parish Involvement

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

Parish Potluck Supper

The parish is asked to sponsor a potluck supper for the children, their families and all parishioners. You can host this any evening of the week. The potluck may also take place after the Saturday evening Mass or could be a breakfast following a morning Mass on Sunday. No meal plans will be needed for the team when the potluck takes place. If a potluck does not take place, please have a family host the team for the meal, but it is highly encouraged that the week include a potluck.

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

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

Intercessors

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

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

Please keep the following information in mind when preparing for your parish’s Totus Tuus.

- All Totus Tuus volunteers 18 years and older must be VIRTUS trained and background checked before volunteering with youth.
- Youth younger than 18 years of age are welcome to help with Totus Tuus, but there must always be at least one VIRTUS trained adult present. Youth may not volunteer without a VIRTUS trained adult present. A background check should be conducted on youth 14 years of age and older.
- Because they will have regular contact with youth under 18, 18 year-old high school youth who will be participating in Totus Tuus must attend VIRTUS training before Totus Tuus begins. “Regular contact” is defined as contact with minors more than once per calendar year, or even just once when the activity includes driving, an overnight stay, restroom and/or locker room supervision, or the absence of adult supervision.
- Any minor under 18 should be accompanied to the restroom by a VIRTUS trained adult in any venue where access to the building/restroom isn’t monitored. The adult doesn’t necessarily need to remain inside the restroom with the youth. Rather, the adult should monitor the restroom to make sure there is no one inside who could pose a threat to the youth.
- For questions about Diocesan Safe Environment protocol, please contact the Anna Delaney at, 608-821-3133 or at ose@madisondiocese.org.

High School Helpers

A parish of any size can utilize high school helpers to assist during the grade school program. This is a great way to engage high school volunteers for their service hours and is also an opportunity for the team to further connect with them. High school helpers can expect to serve as a teacher’s assistant, passing out materials, escorting kids to the restroom and helping with crowd control during large gatherings. Please recruit and select mature individuals who will actually assist in the classroom rather than sitting in the back on their phone. High school helpers should be VIRTUS trained or accompanied by a VIRTUS trained adult when working with minors (this can be a Totus Tuus team member). See above section for details.