










TOTUS TUUS
PARISH COORDINATOR'S GUIDE
2024



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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 to thrive. If you have questions that cannot be answered from this document, please contact the diocesan director, [Katie Matlak](mailto:kamatlak@rcdoc.org), at [704.370.3246](tel:704.370.3246) or kamatlak@rcdoc.org.

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! Please know that the Diocese of Charlotte and the Office of Faith Formation sincerely appreciate you, your time, and your work. We cannot thank you enough for your investment in the young people of our diocese!

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.

To that end, the Totus Tuus Diocesan Staff will reach out to schedule a meeting in the Spring to review various highlights and important aspects of and/or changes to the program. This will help ensure proper understanding of roles and responsibilities and provide a dedicated time to address any questions you may have.

A NOTE FOR FATHER

Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources that go into making this program a success. 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 11:00 am
- **Mass**: Monday – Friday at 11:30 am
- **Adoration and Confession** for evening program: Tuesday beginning at 7:00 pm
- **Church Tour** for 1st & 2nd grade: Wednesday from 1:50 – 2:20 pm



BASIC PARISH EXPECTATIONS

The following is expected of any parish that elects to host the Totus Tuus program:

Parish Coordinator Generally

- The Parish Coordinator will meet with the Totus Tuus Diocesan Staff at least once during the Spring preceding the program.
- The Parish Coordinator will be available, if not present, at all times during Totus Tuus programming at the Location. If the Parish Coordinator is not present, he or she will inform Totus Tuus personnel of emergency procedures, be available via cell phone, provide keys, etc. The Parish Coordinator will perform the additional duties set forth in the rest of the 2024 Totus Tuus Informational Guide.

Registration

- The Parish Coordinator and the Parish will be responsible for registration. All Totus Tuus programs will allow only registered participants. Registration must include a completed medical release form for each participant, complete with emergency contact information. Registering for a Totus Tuus event commits a participant to stay for the entire duration of the program, unless prior arrangements have been made with the Totus Tuus representative and the Parish Coordinator. The Parish Coordinator will handle any participant who wishes to leave the Totus Tuus program early by contacting the parents/guardians.

Participant Code of Conduct

- Parish and Parish Coordinator will assist Totus Tuus representatives and teachers in assuring that, during Totus Tuus programs, participants will not a) possess weapons of any kind, including pocket knives; b) purchase, possess, consume, or distribute alcohol, illegal drugs, or tobacco; c) engage in any form of promiscuous activity or peer harassment; d) use profanity in any form; e) humiliate, ridicule, threaten, demean, or degrade anyone in any way; f) destroy or damage property; g) access or otherwise view pornography and other inappropriate social media content, including on personal electronic devices; or h) engage in any other behavior inconsistent with Catholic teaching.
- Failure to adhere to this code of conduct will be addressed immediately and cooperatively between the Totus Tuus representative/ teacher and Parish Coordinator and, where appropriate, the Pastor. The Parish Coordinator will notify parents/guardians and request that the child leave the Totus Tuus program. Depending on the severity of the infraction, the participant may not be able to return to the Totus Tuus program.

PARISH COORDINATOR CHECK LIST

The basic responsibilities of the Parish Coordinator for the program are as follows:

HOSTING THE TOTUS TUUS TEAM:

- Submit an online request for Totus Tuus to the Office of Faith Formation, beginning Oct 1st.
- After a date is confirmed, submit a deposit to the Office of Faith Formation.
- Recruit intercessors to cover the team and your young people in prayer.
- Find separate host families for men and women.
- Coordinate team lunches and dinners (*utilize parish families other than those providing housing*).
- Coordinate details with the team the week before your parish is to host Totus Tuus.
- Remit remaining balance after the 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.
- Coordinate with parish priest for daily Mass/Reconciliation.
- Recruit VIRTUS-trained volunteers/high school helpers for the day program.
- Coordinate snacks/drinks for snack break each day.
- Coordinate Friday afternoon fun activity.
- Promote the program and collect Registrations and Parental Release Forms.
- Organize and promote the potluck, as well as set-up and clean-up.

JR./SR. HIGH SCHOOL PROGRAM:

- Reserve Church for Tuesday night Adoration/Confession.
- Coordinate with parish priest for Tuesday night Adoration/Confession (recruit additional priests if needed).
- Coordinate snacks and/or dinners for evening program.
- Coordinate Thursday evening fun activity.
- Promote the program and collect any applicable forms (e.g., Registrations and Parental Release Forms for the Thursday evening activity).

PROGRAM FEE

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

NUMBER OF TEAMS	MAX YOUTH SERVED*	COST
1 team (4-5 people)	90 youth	\$1,800
2 teams (8-10 people)	180 youth	\$3,600
3 teams (12-15 people)	270 youth	\$5,400

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

FUNDING TIPS

The amount the parish charges for participating youth is entirely up to the parish itself. 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?

The Office of Faith Formation is willing to discuss ways to make Totus Tuus more affordable for your parish. If the cost of the program is the only deterrent to your parish scheduling Totus Tuus or if there are payment scheduling problems, please contact [Katie Matlak](#).

REGISTRATION, DEPOSIT, AND BALANCE

The Parish Registration Request Form will be available online beginning October 1st of each year for the following summer. When submitting a registration request, you may provide up to three viable dates for your parish to host a week of Totus Tuus. Please note that requests are first-come, first-served, and there are a limited amount of spots available. Thus, **submitting a request does not automatically mean that a week has been reserved for your parish.**

If we are able to honor one of the dates that your parish has requested, we will send an email confirming the date chosen, along with an invoice for the deposit due. In the unfortunate event that we are unable to provide an initial spot, we will notify you as soon as possible. You may then choose another date (if one is available) or be added to our wait list.

Dates will not be officially reserved until the online form, the invoice slip, and the non-refundable deposit (\$900 *per team*) are received by the Office of Faith Formation. These items must be received by January 1, 2024, or you may risk losing your spot.

The remaining balance for the program is due no later than Aug 1, 2024.

If you have any questions, please contact [Katie Matlak](#) at [704.370.3246](tel:704.370.3246) or by email at kamatlak@rcdoc.org.

***Make Checks Payable
and Mail to:***

**Diocese of Charlotte
Attn: Totus Tuus/Katie Matlak
1123 South Church St.
Charlotte, NC 28203**

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 Catechetical Program and Summer Camps 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.

OUR 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.

OUR MOTIVATION

Totus Tuus, a Latin phrase meaning “totally yours,” was the motto of Pope John Paul II. Taken from St. Louis de Montfort’s *True Devotion to Mary*, it signifies our desire to give ourselves entirely to Jesus Christ through 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 Charlotte and across the United States to carry this mission to every young person they encounter in the parish program or at camp. Students are hired for their energy, enthusiasm, love for the faith, commitment to spiritual growth, ability to work with a team, and desire to work with youth.

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 seven weeks, where they conduct a week-long “parish mission,” teaching and inspiring the parish’s youth.

THE FIVE MARKS OF TOTUS TUUS

Totus Tuus joins the Church in her proclamation of the Gospel to arouse faith in the youth of the Catholic Diocese of Charlotte. 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” (*Evangeli Nuntiandi*, 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 Charlotte would not be possible otherwise.

THE FIVE PILLARS OF TOTUS TUUS

The Eucharist has pride of place in the Totus Tuus schedule, for both team members and participants. Prayer—the Liturgy of the Hours, the Rosary, the Angelus, the Chaplet of Divine Mercy, and Adoration of the Blessed Sacrament—provides the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit” of the 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.



-
1. Proclamation of the Gospel
 2. Explanation/Apologetics
 3. Christian Witness
 4. Celebration of the Sacraments, esp. Holy Eucharist & Confession
 5. Active witness of the missionary nature of the Church
-



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



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 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, water fights in the parishes, and all of the many Totus Tuus Olympic challenges at camp, 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. Consequently, Totus Tuus has divided the four pillars of the *Catechism* into a six-year teaching cycle:

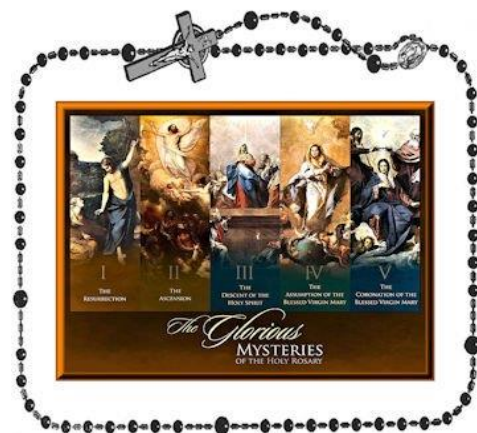
- Year One: The Mystery of Salvation - 2023
- **Year Two: The Apostle’s Creed - 2024**
- Year Three: The Sacraments - 2025
- Year Four: The Commandments - 2026
- Year Five: The Virtues - 2027
- Year Six: Prayer and the Our Father - 2028



*Figure 1

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

- The Joyful Mysteries - 2021
- The Luminous Mysteries - 2022
- The Sorrowful Mysteries - 2023
- **The Glorious Mysteries - 2024**



*Figure 1: This illumination is taken from the 13th century manuscript, *Somme le Roy*, which is a moral compendium. It depicts the twelve Apostles receiving inspiration from the Holy Spirit and composing the Creed.

DAILY SCHEDULE

The following is the regular schedule suggested for use during the week of Totus Tuus. This schedule can be adapted to meet the needs of a particular parish. **If you would like to request adjustments to the schedule to accommodate any special circumstances in your parish, please contact the Totus Tuus office as soon as possible.**

TEAM

6:30 am	Rise
7:00 am	Breakfast
7:45 am	Morning Prayer (Lauds), Rosary, and Silent/Meditative Prayer

1st – 6th GRADE PROGRAM

9:00 am	INTRODUCTION
9:15 am	Warm-up/Songs
9:30 am	CLASS PERIOD #1
10:00 am	Snack Break/Game
10:15 am	Music Preparation for Mass
10:30 am	CLASS PERIOD #2
11:00 am	Mass Preparation/Confessions
11:30 am	MASS
12:15 pm	Lunch/Recess
1:00 pm	Cool Down/Water Break
1:10 pm	CLASS PERIOD #3
1:40 pm	Skit Break
1:50 pm	CLASS PERIOD #4
2:20 pm	Gather, Review and Closing Prayer
2:30 pm	DISMISSAL

TEAM

2:45 pm	Clean-up/Set-up for next day/Team Meeting
3:15 pm	Team Prayer/Recreation/Errands
5:15 pm	Dinner <i>(If not provided as part of Evening Program)</i>
6:00 pm	Present at Parish <i>(prep as needed for Evening Program)</i>

J.R. & S.R. HIGH SCHOOL PROGRAM

6:30 pm	Welcome/Begin Program <i>-Most evenings include fellowship (games), snacks, a talk, and small group time. -Tuesday is Adoration and Confession night. -Thursday is an extended fellowship/social with Apologetic Q & A.</i>
8:30 pm	Night Prayer
8:45 pm	Depart

GRADE SCHOOL PROGRAM

The Totus Tuus Grade School Program is designed for children going into first through sixth grade in the upcoming 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 room can also be used as a lunchroom, if necessary. If the group is large, it is helpful to provide a **microphone** for the main speaker.

The size of the student body and number of teams assigned to each parish will determine how much **classroom space** is needed. For one team, this will usually 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 confessions every day. If possible, the team might take the students into the **Adoration Chapel**, if there is one, for a short time during the week; if there is not one, the church would suffice.

VOLUNTEERS AND SAFE ENVIRONMENT

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. When recruiting high school helpers in particular, please select mature individuals who will actually assist in the classroom, as well as during Mass, lunch, recess, main gatherings, etc. Volunteers need to be present to the youth and should not be on their phone. At the pastor's discretion, teens may earn credit for volunteer hours.

There should be at least one adult present in the building at all times when the program is in session. There should also be an adult present with volunteers who are under 18.

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 matter.

No child should ever leave a classroom unattended. If a child needs to leave in the middle of a class for whatever 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. Instead, volunteers should wait outside of the bathroom 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. This is usually not a problem for adult volunteers; teenagers may be another story!

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

All volunteers, regardless of age, must be approved according to diocesan standards. *All volunteers must create an account with CMG Connect (a service of Catholic Mutual Group), as well as read, sign, and observe the Code of Ethics Policy, the Sexual Misconduct Policy, the Mandatory Reporting Policy, and the Red Flag Reporting Information from the Catholic Diocese of Charlotte.*

Additionally, all volunteers 18 or older must complete the Safe Haven Safe Environment Training through CMG Connect and submit a background check prior to volunteering. It is vital that all volunteers 18+ have their background investigated, to assure that there is no history of a sexual crime with children or young people.

It is the responsibility of the parish coordinator to make sure the volunteers have met these diocesan criteria. For more information (including instructions for creating or logging into a *CMG Connect* account), please see the [Safe Environment Program Instructions](#) page on the Diocese of Charlotte's website or go to the [Safe Environment: CMG Connect](#) page on Nimbus.

If you have any questions regarding the Safe Environment policies and procedures, please contact your local Safe Environment Coordinator or the Diocese of Charlotte's Safe Environment Office (safeenvironment@rcdoc.org).

2024 CURRICULUM: 1st – 6th GRADES

Every year, Totus Tuus features a new theme and set of mysteries of the Rosary. The Totus Tuus program has divided the four pillars of the Catechism of the Catholic Church into a six-year cycle. To complement the Catechism cycle, Totus Tuus adds a four-year cycle dedicated to the mysteries of the Rosary. This year's curriculum is listed below, however, please note that the titles of the classes may change slightly.

THEME: The Apostles Creed

MYSTERIES: The Glorious Mysteries

MONDAY

Class #1: The First Glorious Mystery – The Resurrection

Class #2: I Believe in God

Class #3: The Father Almighty, Creator of Heaven and Earth

Class #4: And in Jesus Christ, His Only Son Our Lord

TUESDAY

Class #1: The Second Glorious Mystery – The Ascension of Jesus into Heaven

Class #2: Who was Conceived by the Holy Spirit, Born of the Virgin Mary

Class #3: Suffered Under Pontius Pilate, Was Crucified, Died and Was Buried

Class #4: On the Third Day He Rose Again from the Dead

WEDNESDAY

Class #1: The Third Glorious Mystery – The Descent of the Holy Spirit

Class #2: He Ascended into Heaven and is Seated at the Right Hand of God the Father Almighty

Class #3: I Believe in the Holy Spirit

Class #4: The Holy Catholic Church, The Communion of Saints

THURSDAY

Class #1: The Fourth Glorious Mystery – The Assumption of Mary

Class #2: The Forgiveness of Sins

Class #3: The Resurrection of the Body

Class #4: And Life Everlasting, Amen

FRIDAY

Class #1: The Fifth Sorrowful Mystery – The Coronation of Mary as Queen of Heaven and Earth

Class #2: Our Mission to Serve: Stewardship and Vocations

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 break in the morning, recess and “cool down” after lunch, and a short bathroom break in the afternoon.

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 three points during the day: at the morning snack break (10:00 am), at lunch (12:15 pm), and after recess (1:10 pm). We ask that volunteers have the snacks and drinks ready five minutes before each break.

We also ask that the parish provide snacks (**cookies**, chips, crackers, fruit, veggies, etc.) at the morning break. To make it easier on the parish resources, participating children can be asked to provide one dozen cookies (or a bag of chips, etc.).

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, but please be clear so parents know what to expect.

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

The 1:40 pm break is not a snack break.

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 11:30 am. We also suggest that opportunities for the **Sacrament of Reconciliation** be made available every day before Mass, beginning at 11:00 am. 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 Office of Faith Formation as soon as possible.***

The oldest students will be invited to go 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 (although they are certainly welcome).

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

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 have a “cook out” (usually hot dogs and chips). After lunch, there will not be any classes.

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.) After lunch, there will be a **water-balloon toss** and a “**water fight**” for which students can bring water guns, squirt bottles, buckets, etc. By about 2:30 pm, 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 option. 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—and 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 wear something that can be ruined. The team will talk to the children about Friday afternoon at the close of the day on Thursday, giving them the rules of the day, what to bring for the water games, and what to wear.

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

JUNIOR & SENIOR HIGH SCHOOL PROGRAM

Totus Tuus offers an evening program for junior and senior high school youth. Junior High youth are those entering the 7th or 8th grades, and Senior High youth are those entering grades 9-12 for the upcoming school year. These “twilight retreats” 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 is comprised of instruction, small group discussions, quiet meditation, prayer, fellowship, and games. 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.

The junior high students will join the senior high 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 main speaker.

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, usually Tuesday. This is flexible based on the availability of your priest.

SUPPLIES

It would be helpful to have the following supplies for the evening sessions: a chalkboard/dry erase board, CD player, Bibles, 5-7 votive candles, a large crucifix, and a decorative cloth.

2024 TOPICS: 7th – 12th GRADES

SUNDAY	Talk #1: Be Open
MONDAY	Talk #2: Rules or Relationship
TUESDAY	Talk #3: Encountering Jesus (Confession & Adoration)
WEDNESDAY	Talk #4: I Believe: A Lived Creed (Faith, Vocation, & Mission)
THURSDAY	Evening Social & Apologetics Q & A <i>(No talk this night)</i>

SCHEDULE

Each evening session runs from 6:30 pm until 8:45 pm. There will be time for fellowship (games), snacks, an instructional session, and small groups on most evenings. The schedule varies, as described below, on Tuesday and Thursday.

SNACKS/DINNER

If your parish decides not to provide dinner during the evening program, then we ask that some light refreshments be offered to the youth Sunday, Monday, and Wednesday evenings. **Parishes often choose to offer this during the welcome and/or games period of the evening. However, you may discuss this during your initial phone call with the team leader the week before your parish is scheduled to host Totus Tuus.**

No snacks will be needed Tuesday or 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 7:15 pm – 8:15 pm.** 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 make any adjustments needed and remember to schedule with the priest accordingly.

THURSDAY EVENING: SOCIAL/APOLOGETICS Q & A

On Thursday evening, the last night of retreat sessions, the team will spend time in fellowship with the youth **and will also provide them with an Apologetics Q & A.**

Activities for Thursday evening may include anything that allows for the team and the youth to interact on a social basis, e.g., a barbecue at the lake, going out for pizza and bowling, going to a parishioner's home for a cookout and swimming, or even something hosted at the parish. This is a great opportunity for the team members to deepen their personal connection with the youth and to further foster a mentor relationship.

The youth are responsible for the cost of the outing/event, usually no more than \$5.00 - \$10.00. Of course, the parish is welcome to cover the cost if so desired.

THE TEAM

Each Totus Tuus team consists of four to five missionaries (two to three men and two to three women). The teachers are chosen based upon their commitment to the Catholic faith; desire to teach the faith, love of children, energy and enthusiasm, and leadership abilities.

In order to lead a week of Totus Tuus successfully, 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 twilight retreats 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 week before your parish is set to host Totus Tuus, the team leader will call the parish coordinator to make all necessary arrangements. This call will occur on Tuesday, usually between 3-5 pm. If you do not hear from the team, please call the diocesan director.

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. Often 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

Since the teachers are “out on the road”, we ask that the parishes find host families to provide **sleeping arrangements**, a morning **continental 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, if at all possible. 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.

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 detailed description or map to the location of the families who will be hosting the team.

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 a continental style **breakfast** at 7:00 am. Breakfast does not need to be anything fancy or require effort; cereal, fruit, 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 eight weeks. Like all of us, they require "down time." Honoring God's commandment to keep holy the Sabbath, Sunday afternoon is their time for rest, recreation, team fellowship, and time to prepare for the coming week.

Lunch for Monday through Friday should be provided by the parish or a parish family at 12:15 pm. 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 for Sunday – Thursday will be provided by the parish according to your dinner scheduling preference. You may choose to provide dinner for **just the missionaries at 5:15 pm** (before the evening program starts) **or for the missionaries and the youth at 6:30 pm** (as part of the evening program).

If you decide to provide dinner for only the missionaries, then it may be helpful to ask parish families to make (or order) dinner and deliver it to the parish by 5:15 pm sharp. **Please note that the team is NOT permitted to leave the campus to eat dinner at a parishioner's home.** They are on a very tight schedule and must be on location, so that they have sufficient time to prep as needed for the evening.

If you choose to provide dinner as a part of the night program, then it should be served at the beginning of the evening. You can provide these meals in a variety of ways.

The need for **dinner on Friday** should be determined when the team leader calls the parish coordinator during the week before the program.

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 get a larger portion of the parish involved.

PARISH POUTLUCK

The parish has the opportunity to sponsor a potluck for the children, their families, and all parishioners on **Saturday evening**. *(Please note that due to the recent changes to the evening program, we are no longer able to accommodate weeknight potlucks).*

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—indeed, anyone you can think of—to commit to daily or weekly prayer for the team, the participants, and the program. They can pray in whatever way they prefer, e.g. offer Masses, holy hours, rosaries, or chaplets, intercede with petitionary prayer, recite traditional memorized prayers, or offer a day of fasting—the possibilities are as numerous as your parishioners.

