

TOTUS TUUS OF OKLAHOMA

PARISH SUMMER CATECHETICAL PROGRAM

2021 Informational Guide

“Blue Book”

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Totus Tuus

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 summer catechetical program assists parents and parishes in evangelizing and catechizing their children 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 Christ through Mary. It expresses our effort to give our all to every young person we encounter. Through the teams' example of joy and service, the youth see these men and women ON FIRE with the Catholic faith and long for the same thing in their lives.

Our Method

Totus Tuus calls college students and seminarians from the Diocese of Tulsa, the Archdiocese of Oklahoma City, 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 desire to work with youth.

Missionaries are grouped into teams of four, two men and two women, traveling to different parishes each week for seven weeks conducting 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
3. Christian Witness...an experience of Christian living
4. Celebration of the Sacraments...especially Holy Eucharist and Confession
5. Active witness of the Missionary Nature of the Catholic Church

Totus Tuus joins the Church in her proclamation of the Gospel to arouse faith in the youth of the Diocese of Tulsa and the Archdiocese of Oklahoma City. Ready with "an explanation...for the reason for your hope" (1 Peter 3:15), Totus Tuus missionaries share 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 Nuntiandi*, 41).

With this in mind, Totus Tuus team missionaries are immersed in a life of prayer and give witness

to the fruits of experience of Christian living to youth. Additionally, the daily schedule of the Totus Tuus missionary is anchored by the Mass, the Sacraments, and prayer. A summer given entirely to God and the young people of the Diocese of Tulsa and the Archdiocese of Oklahoma City 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 is the climax of the Totus Tuus schedule, for both missionaries 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 missionaries will lead 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 Totus Tuus teaching aims to help young people grow in the understanding of, strengthen their faith in, and, 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 single. Missionaries 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 youth do the same.

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

Getting Started

As Totus Tuus, we're committed to bringing children and youth closer to Christ through the sacraments, prayer, and fun. In this guide, you will find helpful information about planning Totus Tuus at your parish and what the team needs to thrive. If you have questions or concerns, please contact Totus Tuus of Oklahoma at 918/307-4939, 918/307-4907, or youth.office@dioceseoftulsa.org.

Role of the Parish Coordinator

The Parish Coordinator may very well be the most important person involved in Totus Tuus. The success of Totus Tuus depends upon you! We cannot THANK YOU enough for your investment in the young people of your parish. Totus Tuus of Oklahoma sincerely appreciates you!

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

When registering your parish to host Totus Tuus of Oklahoma, the Parish Coordinator agrees to:

- Be available, if not present at all times during Totus Tuus programming at the Parish. If the Parish Coordinator is not present, he/she will inform Totus Tuus personnel of emergency procedures, will be available via cell phone, will provide keys, etc.
- Be responsible for registration collection and retention. All Totus Tuus programs will allow only registered participants. Registration must include an Enrollment form, a completed medical release form for each participant including emergency contact information. Registering for Totus Tuus commits a participant to stay for the entire duration of the program, unless prior arrangements have been made with the Parish Coordinator(s) and Totus Tuus missionaries. The Parish Coordinator(s) will handle any participant who wishes to leave Totus Tuus early by contacting the parent(s)/guardian(s).
- Be responsible for securing the transportation to and from, and any further permission documentation necessary for off-site events. Off-site events are usually the Thursday social during the evening program. These require planning with, and notification to, the Totus Tuus missionaries prior to the dates of the program. Permission slips, appropriate safe environment trained chaperones (2 for the 1st 8 youth; 1 per every 7 thereafter), and transportation be arranged by the Parish Coordinator (includes all cars, minivans or buses; 11-15 passenger vans are NOT allowed). The Parish Coordinator will ensure Drivers are at least 25 years of age, have good driving records and current car insurance on file.
- Be responsible for enforcing the Code of Conduct assuring 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, 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 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 missionary(ies) and Parish Coordinator(s) and, where appropriate, the Pastor. The Parish Coordinator(s) will notify parent(s)/guardian(s) and request the child leave Totus Tuus. Depending on the severity of the infraction, the participant may not be able to return to Totus Tuus.

Role of 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 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 you can. Here are the times the team will need your help for Sacramental purposes:

- **Confession** for Day Program: 11am Monday—Friday
- **Mass** for Day Program: 11:30am Monday—Friday
- **Adoration & Confession** for Night Program: Tuesday 8:30pm
- **Church Tour:** 1st & 2nd grade: Wednesday 2:10-2:40pm
- **Adoration** for Daytime Program: Thursday 1:40-2:40pm

Parish Coordinator Checklist

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

Hosting the Totus Tuus Team(s)

- Register for Totus Tuus with Totus Tuus of Oklahoma beginning September 1.
- Submit deposit and Parish Partnership Agreement to Totus Tuus of Oklahoma (available online at <https://dioceseoftulsayouth.org/parish-details>)
- Coordinate host homes (men and women should be housed separately)
- Coordinate team meals (lunches and dinners)
- Remit remaining balance two weeks prior to Totus Tuus at your parish
- Coordinate details with the team the prior to Totus Tuus at your parish

Daytime Program

- Reserve large room (gym, cafeteria) for morning and afternoon gatherings
- Reserve appropriate number of classrooms
- Reserve Church for Reconciliation and daily Mass
- Reserve Church for Wednesday Church tour and Thursday afternoon Adoration (if not using Perpetual Adoration Chapel)
- Coordinate with parish priest for daily Mass & Reconciliation, and Thursday Adoration
- Coordinate snacks and drinks for daily snack break
- Coordinate Friday afternoon fun activity
- Conduct parish registration, collect the *Enrollment Forms* and ensure all registrants have an *Annual Youth Consent Form* on file
- Recruit Safe Environment compliant, covered adult volunteers and high school helpers for the day program
- Organize and promote the potluck, as well as set-up and clean-up

Evening Program

- Reserve Church and coordinate with parish priest for Tuesday's Adoration & Confession
- Recruit additional priests for Tuesday's Confessions if needed
- Coordinate Thursday Evening Social
- Conduct parish registration, collect the *Enrollment Forms* and ensure all registrants have an *Annual Youth Consent Form* on file

NO LATER THAN the Tuesday prior to arrival, the team leader will contact the parish coordinator listed on the Parish Partnership Agreement* to make all necessary arrangements. The team will arrive on the Saturday of the scheduled week, unless other arrangements have been made.

*The Parish Partnership Agreement and all other forms a parish coordinator may need are available at <https://dioceseoftulsayouth.org/parish-details>.

Promotion

While many 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.

Poster

A poster template is available online at: <https://dioceseoftulsayouth.org/parish-details>.

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 the team members (teal with white ink). Contact Totus Tuus of Oklahoma for the art files at youth.office@dioceseoftulsa.org, 918/307-4907 or 918/307-4939.

Program Fee

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

<u>Number of Teams</u>	<u>Max. Youth Served*</u>	<u>Cost</u>
1 team (4 persons)	90 youth	\$1600
2 teams (8 persons)	180 youth	\$2800
3 teams (12 persons)	270 youth	\$4000
4 teams (16 persons)	360 youth	\$5200

* "Maximum youth served" applies to children served in the *Daytime Program* for grades 1-6 or 1-8. We understand 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 team members.

Totus Tuus of Oklahoma is willing to travel outside Oklahoma to parishes in the immediate surrounding dioceses of the Diocese of Tulsa. Due to the extra mileage and expenses taken on by the Diocese of Tulsa, below is the out-of-state cost to parishes:

<u>Number of Teams</u>	<u>Max. Youth Served</u>	<u>Cost</u>
1 team (4 persons)	90 youth	\$2400
2 teams (8 persons)	180 youth	\$3800
3 teams (12 persons)	270 youth	\$5200
4 teams (16 persons)	360 youth	\$6600

Funding Tips

The parish sets the registration fee. We recommend around \$20 per child or \$50 for families of three or more. At \$20/child, a parish with 80 youth in the Daytime Program and 30 youth in the Evening Program would come close to covering the cost of one team. Some parishes include the team fee in the parish annual Religious Education fee for registration to include the cost of Totus Tuus.

Another idea: Knights of Columbus Councils, parish men's groups, altar societies, other parish groups, and private donors have assisted in bringing the program to various parishes. Would a group or private donor at your parish be willing to sponsor Totus Tuus?

Registration and Deposit

A registration form is available at <https://dioceseoftulsayouth.org/parish-details>. If you have difficulty with the website, please contact the Totus Tuus Office at 918/307-4939 or 918/307-4907.

Each parish must choose three potential weeks for Totus Tuus; this allows us to better accommodate every parish requesting a team(s). Each parish must pay a deposit of \$500 *per team* to reserve a date and a team (ie. if your parish has requested two teams, the deposit is \$1000). **The deposit is non-refundable (see Cancellation Policy).**

This fee must be mailed with the Parish Partnership Agreement. Requests will be accepted on a first-come, first-served basis. **All requests and deposits are due by February 15, 2020.**

The early deadline is due to: 1) the parish coordinator needing time to make arrangements, recruit safe environment trained volunteers, and advertise the summer program; and 2) the number of parishes requesting the program determines the number of teams to be hired to

accommodate the parish requests. Team member applications are due February 15 or until all teams are filled to meet parish requests.

A confirmation email will be sent to each parish with scheduling details. Parishes will be scheduled based upon the history and/or willingness of the parish to provide the daily sacraments during the week of Totus Tuus on a "first-come, first-served" basis.

Balance

Parishes are asked to remit the balance of the program fee to the Totus Tuus office **two weeks before the program begins** in their parish. Parishes will be invoiced for the remaining balance after the deposit is paid. Checks should be made payable to the Diocese of Tulsa mailed to:

Diocese of Tulsa
Attn: Totus Tuus
PO Box 690240
Tulsa, OK 74169

NOTE: We are willing to discuss ways to make Totus Tuus more affordable for your parish. If the cost of the program or payment scheduling are a deterrent to your parish, please contact the Totus Tuus Office at 918/307-4939 or youth.office@dioceseoftulsa.org.

Cancellation Policy

The ability of Totus Tuus of Oklahoma to minister to parishes and young people depends upon the commitments of parishes. As a reminder, Totus Tuus of Oklahoma will not schedule the program without having received a parish deposit of \$500 per team. **The deposit is non-refundable and non-transferrable to another parish.**

In the event that a parish needs to cancel the commitment to Totus Tuus, the following schedule determines the amount owed.

Cancellation **before** March 1, 2021: **Deposit is retained and \$0.00 is owed to Totus Tuus.**

Cancellation **before** April 1, 2021: **50% of the remaining non-refundable balance is owed to Totus Tuus.**

Cancellation **after** April 1, 2021: **100% of the remaining non-refundable balance is owed to Totus Tuus.**

Scheduling

Weeks will be officially assigned on a first-come, first-served basis. Confirmation emails will be sent by February 28 annually. If spots are still available after February 28, parish requests will be assigned as they come.

National &/or State Declared Emergencies

National or state declared emergencies are out of our control. In instances of such emergencies, Totus Tuus will be cancelled per the recommendations of local, state, and national government agencies and deposits and/or balances paid on behalf of the parish will be reimbursed accordingly. The safety and well-being of the clergy, parish staff, parishioners, and missionaries are our greatest concerns.

The Team

Each Totus Tuus team consists of two men and two women. Missionaries are selected 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 run 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 the Tuesday afternoon prior to your week of Totus Tuus, usually between 3 and 5pm. If you do not hear from your team, please call the Totus Tuus director.

The team **arrives on the Saturday** afternoon prior to the week of teaching. Please inform the 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 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 tour 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, then please make sure the team leader knows who will have facility keys for the week.

Host Families

Since the team members are "out on the road" in this ministry, we ask the parish to find host families to provide **sleeping arrangements**, 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 the team may occasionally be late getting home due to team meetings following the evening program. 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 begins with their arrival Saturday afternoon/evening and ends with 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 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 a.m. Breakfast need not be anything fancy or requiring effort; cereal, fruit, 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 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, 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 gives everyone a chance to meet. If this is not possible, please find a family who can have them for dinner.

Lunch for Monday through Friday should be provided by the parish or a different parish family (other than the host home) each day at 12:15 p.m. Covered volunteers assisting in the kitchen can prepare the lunch. Buffet style works best, whoever is providing the meal may want to bring extra food for the volunteers, priest, etc.



Dinner on Sunday, Monday, Tuesday and possibly Thursday (see below for 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.

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 7:00 p.m. to return to the parish for the evening program.

The team will not require a meal at the time Parish Potluck is held. If a potluck is not held, please find someone to host the team for dinner at 5:30 p.m.

The team **will not need dinner on Thursday if their evening social** with the evening program **involves a meal**. If a meal is planned for the social, the cost of the meal for the team should be provided by the parish. 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** should 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

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
- The Sorrowful Mysteries
- The Glorious Mysteries**

Theme: **The Ten Commandments**

Mysteries: **The Glorious Mysteries**

Daytime Program

Monday

- Class #1 The Resurrection
- Class #2 Called to Holiness—Made in the Image of God
- Class #3 Freedom and the Law
- Class #4 Sin and Redemption, Grace, Mercy, and the Life of Jesus Christ

Tuesday

- Class #1 The Ascension
- Class #2 1st Commandment—Love of God
- Class #3 2nd Commandment—The Lord's Name
- Class #4 3rd Commandment—Keep Holy the Sabbath

Wednesday

- Class #1 The Descent of the Holy Spirit
- Class #2 4th Commandment—Honor Your Mother and Father
- Class #3 5th Commandment—You Shall Not Kill
- Class #4 6th & 9th Commandments—Adultery/Coveting Your Neighbor's Wife

Thursday

- Class #1 The Assumption
- Class #2 7th & 10th Commandments—Stealing/Coveting Your Neighbor's Goods
- Class #3 8th Commandments—Bearing False Witness
- Class #4 Adoration/Keep My Commandments—Morality

Friday

- Class #1 The Coronation
- Class #2 Stewardship: our Mission to Serve (Vocations)

Evening Program

	<u>Session #1</u>	<u>Session #2</u>
Sunday	Witnessing to the Truth	Made in the Image of God: Freedom & Responsibility
Monday	Love of God: 1 st -3 rd Commandments	Love of Neighbor: 4 th -10 th Commandments
Tuesday	Meditation / Adoration & Confession	
Wednesday	Vocations in the Church	Tough Questions of Our Time: Moral Apologetics
Thursday	Evening Social	

Daily Schedule

The following is the suggested schedule 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 make adjustments to the schedule to accommodate any special circumstances in your parish, please notify the Totus Tuus Office as soon as possible at 918/307-4939, 918/307-4907 or youth.office@dioceseoftulsa.org.

TEAM

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

DAYTIME PROGRAM (1st-6th grade OR 1st-8th grade Optional)

9:00 a.m.	INTRODUCTION
9:15 a.m.	Warm-up/Songs
9:30 a.m.	CLASS PERIOD #1
10:00 a.m.	Snack Break
10:15 a.m.	Music Preparation for Mass
10:30 a.m.	CLASS PERIOD #2
11:00 a.m.	Mass Preparation/Confessions
11:30 a.m.	MASS
12:15 p.m.	Lunch-Recess
1:15 p.m.	Cool Down-Water Break
1:30 p.m.	CLASS PERIOD #3
2:00 p.m.	Break
2:10 p.m.	CLASS PERIOD #4
2:40 p.m.	Gather, Review & Closing Prayer
3:00 p.m.	DISMISSAL

TEAM

3:15 p.m.	Clean-up/Set-up for next day/Team Meeting
3:30 p.m.	Evening Prayer (Vespers) & Chaplet of Divine Mercy
4:00 p.m.	Team Recreation
5:30 p.m.	Supper

EVENING PROGRAM (7TH-12th OR 9th-12th Only Optional)

7:30 p.m.	Introduction/Review
7:45 p.m.	SESSION #1
8:30 p.m.	Break/Snack
8:45 p.m.	SESSION #2
9:30 p.m.	Night Prayer (Compline)
9:45 p.m.	DISMISSAL

Daytime (Grade School Program for 1st-6th OR 1st-8th Grade)

The Totus Tuus Daytime Program is *designed for children going into **first** through **sixth** grades* in the 2020-2021 school year. The Daytime Program runs Monday through Friday. Parishes can choose whether 1st through 6th grade or 1st through 8th grade works better for their parish community.

Facilities

The team requests **one large hall or room for their main assemblies**. (This room can also 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 much **classrooms** are needed. For one team this will usually mean having four classrooms per team available for use (ie. two teams, seven or eight classrooms). The team will generally use one of these as a "team 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 and return them to their original state at the conclusion of the week following the Friday water fun.

It is very important **the Church** be available for Mass and Confessions daily. Each class will spend time in the **Adoration Chapel** on Thursday afternoon. If there is no an Adoration chapel, the team will take youth to the Church. It is ideal for a priest to be available to expose the Blessed Sacrament. Father is invited to lead the kids in prayer and songs during their time in Adoration, but if he is not available, the team will do so.

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, although 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 a.m.), at lunch (12:15 p.m.), and after recess (1:15 p.m.). **We ask that your covered volunteers have the snacks and drinks ready five minutes before each break.**

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

Mass & 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 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 summit of the Christian life, Totus Tuus holds its foundation in the **daily celebration of Holy Mass** at 11:30 a.m. For the integrity of the program, we also suggest opportunities for the **Sacrament of Reconciliation** be made available every day before Mass, beginning at 11:00 a.m. This schedule can be adapted to meet the needs and special circumstances of your parish. If you would like to discuss alternative schedules, please work with your time.

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 choir for the week.

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 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.

Children's Adoration

Adoration will take place on Thursday afternoon. If your parish has a perpetual Adoration Chapel, we will take the kids there; if not, the children will be taken to the Church during this time. This will be led by the team and involvement from the pastor is completely optional. It is suggested to give notice to the scheduled Adorers that the children will be in the Adoration Chapel.

Friday Afternoon

On Fridays, 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 be no 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 note: water events held in a parking lot or another hard, paved surface, may increase the risk of children getting hurt).

These water games will include a water-balloon games and a "water fight" (students may bring water guns, squirt bottles, buckets, etc. labeled with their name). The team will provide the water balloons. By 2:40 p.m., the water fight concludes, and students help the team clean the area.

Parishes may also choose to do a "human sundae," however this is not required. You can



substitute 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. This adds a considerable amount of water (and fun) but is completely optional. Parents should be warned their children will be wet and possibly dirty when they are picked up. Please recommend students come wearing something that can get messy as 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 team will provide parent notes for distribution. The day is closed, as is every day, with song and prayer.

Evening Program (Grades 7-12 OR Grades 9-12)

Totus Tuus offers an evening for junior and senior high school youth. Junior High youth are those entering the 7th or 8th grades, and High youth are those entering grades 9-12 for the 2020-2021 school year. These "twilight retreats" meet Sunday through Thursday.

Parishes can choose to have only high youth (grades 9–12) in the evenings and put the junior high youth (grades 1-8) in the day program. The junior high youth will join the high school for the evening program; however, their classes will remain separate to maintain an atmosphere and discussion level that is appropriate for both age groups.

For the benefit of all participants in the program, we ask a minimum of five students attend in order for the Evening Program to take place.

Facilities

Similar to the Daytime 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. 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 Tuesday evening.

Schedule

Each evening session runs from 7:30-9:45 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.

Off-Site Events

Any off-site events (usually the Thursday social during the evening program) requires prior planning with, and notification to, the Totus Tuus missionaries prior to the dates of the program. All off-site events require parental consent permission slips, the appropriate number of safe environment trained chaperones (2 for the 1st 8 youth; 1 per every 7 thereafter), and transportation which must be arranged by the Parish Coordinator and includes all cars, minivans or buses; 11-15 passenger vans are NOT allowed. Parish Coordinator will ensure Drivers are at least 25 years of age, have good driving records and current car insurance on file.

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 covered 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 community involved.

Parish Potluck Supper

The parish is asked to sponsor a potluck supper for the children, their families, and all parishioners on Wednesday evening. The potluck supper should begin at 5:30 p.m. and wrap up around 7:00 p.m. to allow the team time to prepare for the evening program. Once again, this activity and the time are suggested; the day and time can be adapted to meet the needs of each individual parish. The team will not need meal plans when the potluck takes place. If a potluck does not take place, please have a family host the team for the meal. The potluck is highly encouraged.

We encourage this to be a parish-wide event. This gathering gives the team an opportunity to meet families and other parish members. It is also an excellent opportunity for parents to meet and get to know the teachers, where they are from, etc. During the evening 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 daytime 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 Totus Tuus Office know.

Intercessors

While the team is at your parish, and 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 regular Adorers, daily Mass goers, members of the Altar Society, the Knights of Columbus, or the Rosary Guild and others to commit to daily or weekly prayer for the team, the participants, and the program in whatever form of prayer they so desire.

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 safe environment trained (ie. VIRTUS) 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 safe environment trained (ie. VIRTUS) adult present. Youth may not volunteer without a safe environment (ie. VIRTUS) trained adult present.
- Any minor under 18 years of age should be accompanied to the restroom by a safe environment trained adult in any venue where access to the building/restroom isn't monitored. If it is necessary to go into the bathroom with a child, there should be two safe environment trained volunteers of the local arch/diocese present. The goal: adults 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 Totus Tuus Administration, Sarah Jameson at 918/307-4939 or sarah.jameson@dioceseoftulsa.org, or the Safe Environment Office of your Arch/Diocese.

Adult volunteers (who have met the safe environment policies and procedures of the local arch/diocese) 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 (who has met the safe environment policies and procedures of the local arch/diocese) per room.

During training, team members are given safe environment training for the classroom. If you cannot get volunteers who have met the safe environment policies and procedures of the local arch/diocese for the classrooms, the following guidelines are to be followed: 1) The door must remain open if the door does not have a window; 2) The window of the door must remain without obstruction at all times. Totus Tuus, the Diocese of Tulsa, and the Archdiocese of Oklahoma City takes the safety of children seriously. We appreciate your assistance in providing a safe environment for the children and youth entrusted in our care during Totus Tuus.

High School Helpers

A parish of any size can utilize high school helpers to assist during the daytime 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 team member'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 assist in the classroom rather than sitting in the back on their phone. High school helpers should be safe environment trained (ie. VIRTUS) or accompanied by a safe environment trained (ie. VIRTUS) adult when working with minors (this can be a Totus Tuus team member).

Junior high youth, youth in grades 6-8, are not appropriate volunteers. Classroom volunteers who are being disruptive will be asked to report to the Parish Coordinator.

The Parish Coordinator is to make sure the parish volunteers have met the Arch/Diocesan safe environment criteria. Likewise, **disciplinary issues of attendees are the responsibility of the parish coordinator. Totus Tuus team members are not permitted to discipline children and youth.**