

TOTUS TUUS OF OKLAHOMA

PARISH SUMMER CATECHETICAL PROGRAM 2020 Informational Guide

“Blue Book”

Table of Contents

| | |
|---|--------------------------------|
| Totus Tuus ~ Totally Yours | 2 |
| Our Mission | The Five Marks of Totus Tuus |
| Our Motivation | The Five Pillars of Totus Tuus |
| Our Method | The Totus Tuus Curriculum |
| Daily Schedule | 5 |
| Daytime Program | 6 |
| Facilities | Snacks/Recess |
| Volunteers & Safe Environment | Mass & Confession |
| 2020 Curriculum: 1 st – 6 th Grades | Friday Afternoon |
| Evening Program | 11 |
| Facilities | Snacks |
| Supplies | Adoration & Confession |
| 2020 Topics: 7 th – 12 th Grades | Thursday Evening Social |
| Schedule | |
| The Team | 13 |
| Arrival/Setup | Meals |
| Host Families | |
| Parish Involvement | 15 |
| Parish Potluck Supper | Intercessors |
| Parish Coordinator Information | 16 |
| Schedule | Checklist |
| Program Fee | 18 |
| Funding Tips | Balance |
| Registration & Deposit | Cancellation Policy |

TOTUSTUUS

OKLAHOMA

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 assists 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 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.

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 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 catechists expound upon the reasons for our beliefs and share their personal testimonies with the young people.

Pope Paul VI wrote, "Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses" (*Evangelii 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 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 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.

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, 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

Year Two: The Apostles' Creed

Year Three: The Sacraments

2020

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

2020

The Glorious Mysteries



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.

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 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 Daytime 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 three or four classrooms per team available for use (ie. two teams, seven or eight classrooms).

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. If possible, the team may take the students into the **Adoration Chapel** for a short time during the week; if there is not one, the Church would suffice.

Volunteers & Safe Environment

Each parish should assign one person to be a "parish coordinator." The coordinator will work with the Totus Tuus Office and make arrangements prior to the team's arrival to ensure the week runs smoothly. Duties are described throughout this book and listed on page 16.

The parish coordinator cannot do everything by him- or herself. As such, we strongly recommend having additional adult volunteers who have met the safe environment policies and procedures of the local arch/diocese to assist throughout the week. At the pastor's discretion, high school youth may volunteer to earn credit for volunteer hours. **Junior high youth, youth in grades 6-8, are not appropriate volunteers.**

At least two volunteers who have met the safe environment policies and procedures of the local arch/diocese must be present in the building at all times when the program is in session.

Additionally, an adult who has met the safe environment policies and procedures of the local arch/diocese should be present at ALL times with volunteers who are under 18.

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

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.** Three volunteers per room are 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 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.

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

Volunteers who have met the safe environment policies and procedures of the local arch/diocese should not be alone with youth in the bathroom; rather they should wait outside in the hall for them. If it is necessary to go into the bathroom with a child, there should be two volunteers who have met the safe environment policies and procedures of the local arch/diocese present.

Classroom volunteers who are being disruptive will be asked to report to the parish coordinator. This is usually not a problem for adult covered volunteers; teenagers may be another story! Please recruit high school youth sparingly. *The parish coordinator will meet with classroom covered volunteers Monday morning to explain their responsibilities during the week.*



All volunteers, regardless of age, must be approved according to Arch/Diocesan Safe Environment Policies and Procedures. Additionally, all volunteers must have their background investigated to assure that there is no history of a sexual crime with children or young people. Finally, all volunteers 18 or older must have attended a VIRTUS "Protecting God's Children" Program for Adults and/or the arch/diocesan Safe Environment training prior to volunteering with Totus Tuus.

The parish coordinator is to make sure the parish volunteers have met these Arch/Diocesan 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.**

2020 Daytime Program Curriculum: 1st - 6th OR 1st - 8th Grade

As stated above, 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. In 2020, Totus Tuus will cover:

Theme: **The Ten Commandments**

Mysteries: **The Glorious Mysteries**

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) |

Snacks/Recess

While formational sessions comprise a large part of the day, Totus Tuus is not school and makes sure the kids have FUN, too! Therefore, we have a break in the morning, recess and "cool down" after lunch, followed by a short bathroom break in the afternoon.

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

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

NOTE: The 2:00 p.m. 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 participating in the sacraments 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 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 ask that **Sacrament of Reconciliation** be made available every day before Mass, beginning at 11:00 a.m. We ask ALL parishes to stick with this schedule if possible. If alternate schedules are necessary, please contact the Totus Tuus office as soon as possible.

The oldest students will be sent to Confession on Monday and younger grades as the week progresses. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist.

The youth will participate at Mass by serving, bringing up the offertory gifts, and proclaiming the readings and petitions. Totus Tuus team members will lead the children in a few songs during Mass. It is not necessary to ask the music director or choir for the week, 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 hear Confessions and preside at Mass at any point during the week, we ask parish coordinators to do their best to secure a replacement. If no replacement can be found, please contact the Totus Tuus Office immediately. We ask pastors who are unable to offer the Sacraments or find a replacement allow the Totus Tuus office to find a replacement in good standing. If this is impossible, the team will take the children to the church to pray the Rosary, Mid-day Prayer, or the Stations of the Cross.

In 2010, we introduced a time of **Adoration** as part of the daytime program. If your parish has a perpetual adoration chapel, we will take the kids there. If not, the team leader will ask Father about exposing the Blessed Sacrament on Thursday afternoon. Please see the Day-to-Day Schedule.

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 be no classes.

Friday afternoon’s festivities can be held in a nearby park or recreation area, or just in a large, open area (the parking lot will suffice) on your church grounds. After lunch there will be a **water games** and a “**water fight.**” Students can bring water guns, squirt bottles, buckets, etc. The team will provide the water balloons. By about 2:40 p.m. the water fight ends and students help the team clean up the area.



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.

Another Friday afternoon Totus Tuus tradition is the “human sundae.” If the students have behaved well throughout the week, they are allowed to choose one team member to become a human sundae. The children are asked to bring sundae toppings; the team member will be considered the ice cream. The sundae usually happens before the water fun.

If the children do not behave well, they will not get the sundae.

Not all parishes like the idea of the sundae. Other creative options are certainly welcome. Some parishes choose to use shaving cream instead of ice cream toppings.

Parents should be warned their children will be wet and possibly dirty when they picked up Friday afternoon. Please recommend students come wearing something that can be ruined 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 instruction in the evening 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 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.

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.

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 Evening Program for junior high and high school youth includes instruction, small group discussions, quiet meditation, prayer, and fellowship. The team teaches in such a way as to offer a dialogue in which each person feels respected in his or her most basic dignity.



Similar to the daytime program, we have found it helpful to provide snacks to retain attention. This break is at 8:30pm Sunday, Monday and Wednesday evenings.

The junior high students who join the senior high students for the evening program will participate in the large gatherings; however, their small group discussions will remain separate to maintain an atmosphere and discussion level that is age appropriate.

2020 Topics: 7th – 12th Grades

| | <u>Session #1</u> | <u>Session #2</u> |
|-----------|---|--|
| Sunday | Witnessing to the Truth | Made in the Image of God: Freedom and Responsibility |
| Monday | Love of God | Love of Neighbor |
| Tuesday | Humbly, We Adore You, Lord / Adoration & Confession | |
| Wednesday | Vocations in the Church | Answering Tough Moral Questions |
| Thursday | Evening Social | |

Facilities

Similar to the Daytime Program for grades 1-6 or grades 1-8, 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 Tuesday evening.

Supplies

Again, similar to the Daytime Program, it would be helpful to have the following for the Evening Program sessions: a chalkboard/dry erase board, CD player, Bibles, a large crucifix, and a decorative cloth.

Schedule

Each session runs from 7:30 p.m. until 9:45 p.m. including time for fellowship, snacks, and two instructional sessions most evenings. The schedule varies, as described below, on Tuesday and Thursday.

Snacks

There is a 15-minute refreshment break at 8:30 p.m. We ask the parish to supply the refreshments Sunday, Monday, and Wednesday evenings. Snacks are not needed Tuesday or Thursday evening.

Adoration and Confession

The youth adore Christ on Tuesday evening face-to-face during Exposition of the Blessed Sacrament. The youth are encouraged to receive the Sacrament of Reconciliation at this same time. Thus confessors will be needed from 8:30-9:30 p.m. If your parish has many young people involved in the program, the pastor may find it helpful to invite a priest to assist. This evening may be moved to another day of the week, usually Wednesday, if necessary. Please remember to adjust snacks and schedule the priest accordingly.



Thursday Evening Social

Activities for Thursday evening, the final evening program night, may be anything that allows the team members and youth to interact socially, e.g., bowling, barbecue, pizza and Nerf wars, dodgeball, cookout and swimming at a parishioner's home, or any other ideas the parish may have as long as the activity is within safe environment policy and procedure of the arch/diocese. This is a great chance for the team to make a personal connection with the youth and establish a mentor relationship.

Unless the parish would like to underwrite the whole cost, youth are responsible for the cost of the outing, usually no more than \$10. The cost of the outing and/or dinner for the Totus Tuus team is the responsibility of the parish.

If the activity is off-site, the youth are to provide their own transportation; the Totus Tuus team members will neither be responsible for, nor will they provide transportation for the youth.

The Team

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

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

The daily schedule for the day and evening programs have already been discussed. This next section will lay out the rest of the team's day and the larger weekly schedule.



Arrival/Setup

The team **arrives on the Saturday** afternoon 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 tour of the facilities on Saturday afternoon/evening. The team will set up the facilities on Sunday afternoon. Due to the early morning and late night scheduling of events, some parishes have found it convenient to provide the team leader with a key to the facilities. If you choose not to do this, then please make sure the team leader knows who will have facility keys for the week.

Host Families

Because the team members are "out on the road" we ask the parish to 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.** 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. Similarly, team members may not be present at the host families' homes in the afternoons due to planning and setup.

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.

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.

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 or the team can fix sandwiches from food brought in. Buffet style works best. Lunch host families may consider providing extra food for the meal 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 gives everyone a chance to meet. If this is not possible, please find a family who can have them for dinner.

Dinner on Sunday, Monday, Tuesday and 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 need **dinner on Wednesday** if the parish is hosting the potluck. If there will not be a potluck, please find someone to host the team for dinner at 5:30 p.m. If the potluck will be on another evening, please plan accordingly.

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.

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.

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. To close the night, the team will lead the children in some songs for the parish.

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.



Parish Coordinator Schedule

Hosting a team is a great responsibility for the Parish Coordinator. The following schedule helps:

Prior to Submitting a Parish Request Form:

- Decide which three weeks the Pastor and parish facilities are available to host Totus Tuus program. *PLEASE CHOOSE THREE OPTIONS.*

Submit the Parish Request Form:

- Complete and submit the parish request form by **February 15, 2020.**
- Tentatively reserve the necessary parish facilities for those weeks.

Upon Receiving Confirmation of your Parish Week (late February/early March):

- Reserve facilities and place the week on the Parish Calendar. (see pg. 6).
- Talk with the pastor to schedule a priest(s) for daily Mass and Confession (see pg. 9).
- Talk with the pastor to schedule a priest for Adoration and Confession Tuesday night (see pg. 12).
- Talk with the pastor to schedule Adoration Thursday afternoon (see pg. 12).

Four Months Prior to the Totus Tuus Week:

- Determine the fee per student, if any (see pg. 18-19).
- Inform parishioners via the parish bulletin of the dates of the program and a little information about Totus Tuus.
- Secure host homes for the men and women on the Totus Tuus team(s) (see pg. 13).
- Begin recruiting volunteers to help during the daytime program (see pgs. 6-7).
- Arrange Friday afternoon "fun time" (fire department, stock tank, popsicles, etc.) (see pg. 10).

Two Months Prior to the Totus Tuus Week:

- Request with the Pastor to promote the program through pulpit announcements.
- Finish recruiting volunteers (see pg. 6-7).
- Begin Enrollment.

One Month Prior to the Totus Tuus Week:

- Pay the final balance (see pgs. 18-19).
- Recruit intercessors to pray for the team, youth, coordinators, and volunteers (see pg. 15).
- Arrange how snacks will be provided for the day and evening programs (see pg. 9).
- Arrange host families to provide meals for the team during the week (see pg. 14).
- Arrange and organize Thursday Evening Social (see pg. 12).
- Organize and promote the potluck, as well as set-up and clean-up (see pg. 12).

Two Weeks Prior to the Totus Tuus Week:

- Confirm details with the Pastor, host families, volunteers, and meal hosts
- Announce and take registrations after all Masses.
- Create a "manual of directions" for the team driver that includes addresses and names of all host homes and meal hosts.
- Finalize Thursday Evening Social activities.

Tuesday Prior to the Totus Tuus Week:

- Expect a phone call from the leader of your Totus Tuus team to go over details of the week.

Parish Coordinator Checklist

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

- Reserve facilities:
 - Classrooms and gathering space for the week and help the team set up if possible.
 - Fields or other play area for recess and Friday afternoon "fun time."
 - Large room for Wednesday potluck.
- Arrange for Friday afternoon "fun time" supplies, e.g., fire department, stock tank, popsicles.
- Promote the program and collect registrations.
 - Collect the *Enrollment Forms*.
 - Ensure all youth have an *Annual Youth Consent Form* on file.
- Recruit covered volunteers to help during the day program.
- Recruit intercessors to cover the team and your young people in prayer.
- Arrange how snacks will be provided for the day and evening programs.
- Find separate host families for men and women.
- Arrange families (different than those providing housing) to provide meals for the team during the week.
- Arrange Thursday Evening Social.
- Schedule a priest(s) for daily Mass and Confession.
- Schedule a priest for adoration and Confession Tuesday night.
- Organize and promote the potluck, as well as set-up and clean-up.
- Meet with the team upon their arrival.

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

*The Parish Registration Form and other forms that the parish coordinator may need are available at www.dioceseoftulsayouth.org under the Totus Tuus tab in the upper right corner.

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.

Program Fee

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

| Number of Teams | Max. Youth Served* | Cost |
|----------------------|--------------------|--------|
| 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 those children served in the *Daytime Program* for grades 1-6 or 1-8. The maximum does not apply to the number of youth in the *Evening Program* (grades 7-12 or 9-12).

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:

| Number of Teams | Max. Youth Served | Cost |
|----------------------|-------------------|--------|
| 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 www.dioceseoftulsayouth.org under the "Totus Tuus" tab. 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 Request Form. 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.

| |
|--|
| <p>Cancellation <u>before</u> March 1, 2020: Deposit is retained and \$0.00 is owed to Totus Tuus.</p> <p>Cancellation <u>before</u> April 1, 2020: 50% of the remaining non-refundable balance is owed to Totus Tuus.</p> <p>Cancellation <u>after</u> April 1, 2020: 100% of the remaining non-refundable balance is owed to Totus Tuus.</p> |
|--|

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.



TOTUSTUUS

OKLAHOMA

2020 PARISH SUMMER CATECHETICAL PROGRAM

Freedom & the Law

What are Oklahomans Saying about Totus Tuus?

- “ PASTOR: Totus Tuus united our parish for the first time in my pastorate. The program didn't just renew the young people in my parish. Totus Tuus renewed
- “ PARENT: The children I brought soaked up our Faith like I had never seen before.
- “ YOUTH MINISTER: No child or teen can experience the fun, faith-filled adventure provided by Totus Tuus and walk away
- “ DRE: I can't express enough what a great program Totus Tuus is. Keep up the good work! I am hoping that we will be able to get a team next summer. Is it too early to register?!!

Sarah Jameson, Director

918/307-4939

Marlena Esparza, Coordinator of Youth Ministry

918/307-4907

Wyatt Peisert, Coordinator of Young Adult & Campus Ministries

918/307-4907

Rev. John Paul Lewis, Chaplain

vicar@panhandlecatholic.org

Rev. Michael Pratt, Chaplain

fr.michael.pratt@dioceseoftulsa.org

youth.office@dioceseoftulsa.org

www.dioceseoftulsayouth.org