



### **Totus Tuus Denver**

The Totus Tuus Program is offered through the Archdiocese of Denver's Office of Evangelization and Family Life Ministries

## **Parish Program Manual<sup>1</sup>**

### **Dear Totus Tuus Parish Program Coordinator:**

Thank you for helping to coordinate Totus Tuus 2024 at your parish! This Manual explains what to expect and how to prepare. It also contains forms, checklists, and flyers to help you with your parish preparation. If you are new to Totus Tuus, please read the accompanying introductory "Blue Book" available at: <https://archden.org/eflm/youth-ministry/totus-tuus/parishes/>

### **Enclosed you will find:**

Parish Responsibilities for Totus Tuus Program  
Explanations of:

- The Totus Tuus Teaching Team
- Preparation Before Program
- Week at a Glance
- Daily Schedule
- Grade School Program.
- Middle & High School Program
- Coordinator's Task Timeline
- Coordinator's Checklist

Sample Bulletin Announcement

Appendix A – Reminder of Select Key Content

### **If you have any questions or concerns, please contact:**

Karin Middleton

**Family Ministry Specialist** (and Totus Tuus Coordinator)  
(303) 715-3249

Office of Evangelization and Family Life Ministries

[Karin.Middleton@archden.org](mailto:Karin.Middleton@archden.org)

# **PARISH RESPONSIBILITIES**

## **FOR PARTICIPATING PARISH YOUTH**

### **Generally**

During the week your parish has scheduled Totus Tuus programming, the Totus Tuus teaching teams provide catechetical instruction to parish youth during specified hours throughout the day. The teams also engage in non-classroom activities with parish youth during breaks or other scheduled periods (see later sections of this Parish Program Manual for specifics on catechetical programming and non-classroom activities). The responsibilities of Totus Tuus teams, however, are limited as stated herein.

For those parishes that are located WITHIN the territory of the Archdiocese of Denver which have contracted for Totus Tuus programming, parish oversight and responsibility is to be consistent with the following:

- The applicable sections of the Archdiocese of Denver's Pastoral Handbook found at <https://archden.org/pastoral-handbook>.
- The requirements and instructions outlined in this Parish Program Manual found at <https://archden.org/eflm/youth-ministry/totus-tuus/parishes>
- The Totus Tuus Ministry Services Agreement between the parishes and the Archdiocese of Denver
- The protocols of the Archdiocese's Office of Child and Youth Protection found at <https://archden.org/child-protection/>
- The Archdiocese's Risk Management and Insurance Manual – see your parish pastor or business manager. Every parish has a copy.

By scheduling Totus Tuus programming, it is understood and agreed to by the parish that it is the parish that is sponsoring Totus Tuus programming at the parish, and that it is the parish that is responsible for the welfare and oversight of the youth that the parish has registered to be part of its Totus Tuus programming.

The parish must appoint a Parish Program Coordinator to assist with implementing Totus Tuus programming at the parish and ensure the parish meets its responsibilities.

### **Grade School Program**

A parish must execute that Totus Tuus Ministry Services Agreement in which it provides written confirmation to the Archdiocese of Denver that the parish understands and agrees that an **appropriate number of adult parish staff-members/volunteers** will be present daily to oversee morning check-in and afternoon check-out, to assist in monitoring and assisting with children throughout the day, to be available in the event a child becomes ill, and to otherwise be available as needed, including in the 1st and 2nd grade classrooms. **Adult chaperones must be 21 years or older for purposes of determining appropriate adult to minor children ratios (1:14).** Children with special needs either physical or mental, may need a 1:1 ratio depending on their need. Be sure to take this into consideration when you are taking registrations. **Please consult the Archdiocese of Denver's Office of Risk Management for appropriate ratios based on age of minor children. The Totus Tuus teaching team and high school helpers do not count as adult supervisors.**

No grade school child is to be released from parish supervision except to a properly authorized parent or guardian UNLESS a parish has on file waiver paperwork from a parent/guardian explicitly directing that their child may leave parish grounds and walk home, leave via bicycle, or leave by some other mode.

**Totus Tuus teaching teams are not responsible for ensuring that parish youth have arrived at the parish or have been picked up by parents/guardians; this is the parish's responsibility.**

### **Middle and High School Program**

The Middle School and High School Program is scheduled in the evenings at 7:00 PM. It is the responsibility of the parish to communicate to all parents/guardians of participating youth that the arrival and departure times are to be strictly adhered to and to ensure that any parental permission slips for parish approved activities on or off parish grounds have been signed and received. Totus Tuus teaching teams are not responsible for ensuring that parish youth have arrived for classes or for an event, or have been picked up by parents/guardians, or have departed by another approved mode. A parish must have the appropriate number of adult parish staff-members/volunteers present during this evening program to assist with opening the parish, general oversight, to be available in case of emergency, to ensure all participating youth arrive safely and depart safely, and to lock the parish up at the conclusion of class. Totus Tuus team members MAY NOT be charged with the task of locking a parish up at the conclusion of evening classes. Adult chaperones must be 21 years or older for purposes of determining appropriate adult to minor children ratios. Please consult the Archdiocese of Denver's Office of Risk Management for appropriate ratios based on age of minor children.

# **THE TOTUS TUUS TEACHING TEAM**

Each Totus Tuus teaching team consists of four college-aged students: two men and two women. Teams may include a seminarian of Saint John Vianney Theological Seminary as part of its four member team. Teachers are chosen based upon their desire to teach the faith, their love of children, energy, enthusiasm, and for their individual leadership abilities. In order to run a week of Totus Tuus programming smoothly, teachers adhere to a well- defined schedule, which has as its foundation and backbone a structured prayer life. All teachers have been through a thorough application and selection process, have been through background checks and have completed the Archdiocese of Denver's Office of Child and Youth Protection's safe-environment training (mandatory for Archdiocese of Denver employees and for Saint John Vianney seminarians).

## **PREPARATION BEFORE THE PROGRAM**

### **Host Families**

Because the teachers are "on the road", and so as to honor the mission and spirit of Totus Tuus, parishes are to find parish host families for the teams 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 should be housed separately. It is easier for the team and the parish if the host homes are **close to the parish and close to each other as each team has only one car.** The interaction at host homes is invaluable for both teachers and families. **It is the responsibility of the parish to find and approve suitable, safe host families. If possible, host families are to be within a 15 minute drive from the parish.** Housing of teams begins upon their arrival Saturday afternoon/evening until their departure the following Saturday morning. Each team provides its own transportation.

Interacting with their host families is a great blessing to the teachers. The host families should be informed that the teachers may or may not be around in the afternoons due to planning, meetings and setting up, and that the teachers may get home late due to the extensive responsibilities of the day. We encourage the Saturday night or Sunday night meal to be with one or both host families.

It is helpful to give the teachers a list of the names, addresses, and phone numbers of the host homes and the homes of other families who are hosting them for dinner.

## **Meals**

Totus Tuus asks the parish to provide lunches and dinners for the teachers. The teachers will not require a host dinner on Tuesday night as they take this time for extended team meeting.

**Breakfast:** The host family provides a continental breakfast at 7:00 AM at the house. Breakfast can be simple: cereal, fruit or toast is sufficient.

**Lunch:** Lunch on Saturday (if the teachers have arrived) and Sunday can be at the host families' homes. Please ask the host families not to plan any activities for the teachers on Sunday after Mass and/or lunch as this is "team time." The teachers keep a demanding schedule for the eight weeks of the program, and recharge time is essential.

Lunches Monday through Friday are to be provided for the teachers by the parish or a different parish family (other than the host family) each day at 12:00 PM. Generally, teachers eat with the youth of the grade school program, but some teams might split up during the week to take extra breaks. Volunteers assisting in the kitchen can prepare the lunch or the teachers can fix sandwiches from food brought in. Many parishes encourage the children to bring their own lunch. If the parish should opt to provide meals for the whole program, the parish is responsible for all financing, volunteers, and utilities.

**Dinner:** Dinner on Saturday should be scheduled directly after Mass. It would be ideal if the Parish Program Coordinator could host dinner on Saturday evening, as that would give everyone a chance to meet, but this is not necessary.

Dinner on Sunday, Monday, Thursday and possibly Friday (see below) should be provided at 5:30 PM. Please arrange for families in the parish to host the teachers for dinner. This allows for more families to be involved in hosting the teachers and provides an excellent opportunity for the teachers to interact with families of the parish. A family may prepare and serve the meal, have food brought in, or take the teachers out to eat.

Since the teachers are on a tight schedule, please do not schedule dinner any earlier or later than 5:45 PM unless the team leader is notified and has given consent. The teachers will leave the family's home no later than 6:30 PM to return to the parish for the evening program.

The teachers will not need dinner on Wednesday given that the parish is hosting the potluck. If there will not be a potluck, please find someone to host the teachers for dinner that evening. If the potluck is moved to a different day, the Parish Program

Coordinator will need to communicate this and coordinate the change for dinner.

Thursday's dinner will not be necessary if the evening social with the middle and high school youth includes a meal. The team leader will inform the Parish Program Coordinator on the Tuesday prior to arrival whether dinner on Friday will be needed.

### **Parish Potluck**

The Parish Potluck should begin at 5:30 PM and wrap up around 6:45 PM to allow the teachers time to prepare for the evening program at 7:00 PM. The day and time can be adapted to meet the needs of each individual parish. It is also helpful to have a microphone, but this is not a necessity. We encourage the parish to make this a parish-wide event by advertising it ahead of time.

If there is an insufficient amount of food at the Parish Potluck, the Parish Program Coordinator needs to make other arrangements to provide a dinner for the Totus Tuus team (this happened at 3 parishes in 2019).

### **Intercessors**

Ideas for finding intercessors: the regular Adorers, daily Mass attendees, members of the Altar Society, the Knights of Columbus, the Rosary Guild, etc. They can commit to daily or weekly prayer for teachers, the youth, the pastor, the coordinators and volunteers. Ideas for ways they can pray: offering Masses, holy hours, Rosaries, chaplets, interceding with other petitionary prayers, offering a day of fasting, etc.

### **Team Lead & Parish Program Coordinator Phone Call**

The Totus Tuus team leader will call the Parish Program Coordinator on the **Tuesday between 9 AM and 3 PM, of the week before program begins**. This phone call is an opportunity to set up a time and place of meeting for the following **Saturday** afternoon, so that both the team and the parish can work out details and ask any questions. It is also to let the team know of any food allergies a Totus Tuus team member may have. The Totus Tuus team will arrive on **Saturday afternoon** and will speak at the evening Mass in order to promote the program so as to attract more participants and to generally let the parish know more about the program. Please check with the pastor of your parish and determine if he would like the team to speak before Mass, after the homily, or during the announcements at the end of Mass.

### **Arrival of the Team and Setup**

The teachers arrive at the parish on Saturday afternoon to prepare for the program to begin Sunday evening at 7:00 PM.

The teachers should meet the pastor (if available) and Parish Program Coordinator and receive a tour of the facilities on Saturday afternoon. The teachers will then set up for the program. It is up to the parish to ensure that the Totus Tuus team has access to parish facilities as necessary and reasonable. **Totus Tuus team members MAY NOT be charged with the task of opening a parish at the beginning of the day, or locking a parish up at the conclusion of evening classes. These are responsibilities of the parish.**

The teachers are to speak at all of the weekend Masses, which is a good opportunity to briefly explain Totus Tuus and invite more families to participate. This presentation, combined with the teachers meeting parents and youth after Mass, can make a big difference in bringing more youth to participate in the program.

### **Program Timeline**

On the **Sunday** morning prior to the program, the Totus Tuus team will continue to speak at the Masses. The Sunday afternoon, the team will set up and prepare for the program:

- That **Sunday** evening the Middle and High School Totus Tuus program begins. It runs from 7:00 – 9:00 PM and will continue through Thursday evening.
- On **Monday** morning, the grade school portion of the Totus Tuus program begins. It runs from 9:00 AM – 2:30 PM daily through Friday. The first half of Friday is a normal day and the second half is the water fight and other activities.
- **Tuesday Evening** teachers will not be joining their host families for dinner.
- On **Wednesday** night at 5:30 PM, there is a parish potluck dinner which is open to the whole parish. This is an opportunity for the parents and parishioners to get to know the Totus Tuus team and to hear a few songs from the kids.
- The Totus Tuus team typically stay the night on the final **Friday** and departs Saturday morning. Sometimes the team may leave Friday night depending on the location of their next parish.

Providing the Totus Tuus teams with host families, and scheduling meals with OTHER families in the parish is not an optional part of the program. PLEASE have these arranged well in advance. We ask you not to overburden one or two families with all of the hospitality, as this makes our teams feel like they are imposing. We ask you to make them feel welcome by finding generous families within your parish for housing and meals.

## Week Schedule at a Glance

<b>9:00 AM – 3PM</b> Team & Coordinator Phone Call	Team Arrives 4 PM and Speaks at Mass(es)	Team Speaks at All Masses
	Team Meeting with Parish Program Coordinator	
	5:30 – 6:30 PM Host Dinner	5:30 – 6:30PM Host Dinner
		7:00 – 9:00 PM MS & HS Program

9:00 AM – 2:30 PM GS Program	9:00 AM – 2:30 PM GS Program	9:00 AM – 2:30 PM GS Program	9:00 AM – 2:30 PM GS Program	9:00 AM – 2:30 PM GS Program
10:45 AM Confessions	10:45 AM Confessions	10:45 AM Confessions	10:45 AM Confessions	10:45 AM Confessions
11:15 AM Mass	11:15 AM Mass	11:15 AM Mass	11:15 AM Mass	11:15 AM Mass
12 PM Provide Team Lunch	12 PM Provide Team Lunch	12 PM Provide Team Lunch	12 PM Provide Team Lunch	12 PM Provide Team Lunch
5:30 – 6:30PM Host Dinner	5:30 PM FREE (no host dinner)	5:30 PM <b>Irish Stluck</b>	5:30 – 6:30PM Host Dinner	(Possible host dinner)
	7:00 PM – 9:00 PM MS & HS Program  <b>7:55 PM – 8:55 PM Adoration &amp; Confession</b>	7:00 PM – 9:00 PM MS & HS Program	7:00 PM – 9:00 PM MS & HS Program  <b>Fun Night</b>	Team <u>may</u> Depart at 5 PM



# **DAILY SCHEDULE**

## **TEAM:**

6:30 AM	Rise
7:00	Breakfast
7:45	Depart for Church
8:15	Holy Half Hour (Lectio Divina, Morning Prayer)

## **Daytime Program (1<sup>st</sup> – 6<sup>th</sup> Grade) Monday – Friday**

9:00 AM	Introduction & Welcome
9:15	Prayer & String Skit
9:25	Class Period 1
9:50	Snack & Game
(Parishes either ask kids to bring their own snacks or they provide them themselves.)	
10:10	Music Preparation for Mass
10:20	Class Period 2
10:45	Mass Preparation & Behavior Review (Confession starting with 5th & 6th graders)
11:15	Mass
Please publicize this Mass. Participation is a good opportunity to strengthen the parish!	
12:00 PM	Lunch & Recess ( <i>Man Cave: Let the girls go first to get lunches and get seated. Teach a 2 minute daily lesson on chivalry, grouped in a circle down on one knee.</i> )
	<i>12:50 Water Break</i>
(Mass Models: Recognize one or two children who displayed good behavior at Mass and reward them.)	
1:00	Decade of the Rosary
1:10	Class Period 3 *(Friday: Water Fight & Sundae Preparation)
1:30	Totus Tuus Theatre
1:50	Class Period 4
2:15	Gather, Review & Behavior Grades
2:30	Closing Prayer & Dismissal

## **TEAM:**

2:30 PM	Clean Up & Team Meeting
3:00	Examen & Chaplet
3:30	Leisure & Rest
4:30	Depart for Host Family (Rosary in Car)
6:30	Leave for Parish to Set Up

## **Middle School & High School Program (7<sup>th</sup>-12<sup>th</sup> Grade) Sunday - Thursday**

7:00 PM	Introduction/Review
7:15	Session 1
8:00	Break
8:15	Session 2
9:00	Wrap up/Dismissal
9:05	Night Prayer

# **GRADE SCHOOL PROGRAM (1st – 6th Grade)**

## **Facilities**

In order for the Grade School Program to run smoothly, Totus Tuus needs one large hall or room for its main assemblies. It is preferable that this be its own space such as a school cafeteria, a gym, or a parish hall. If it is a large group and/or space, it may be helpful to have a microphone for the main speaker.

Totus Tuus will need three classrooms if sending one team of four missionary teachers, or six classrooms for two teams. Each classroom should have a chalkboard or dry-erase board with chalk or markers and erasers. For the 1st and 2nd grade classroom, it is ideal to have a large enough room to have an empty space near the board for the children to gather on the floor, as well as tables and chairs set up in the back of the room for their activities. Teachers will arrange the rooms.

The teachers also need a “home-base” room to do lesson planning and store supplies in.

## **Safe Environment and Volunteers**

All involved with the Totus Tuus Program are subject to the Archdiocese of Denver’s Code of Conduct which includes critical sections addressing appropriate conduct with minors.

It is difficult for teachers and the Parish Program Coordinator to do everything themselves, so Totus Tuus strongly recommends having 5-10 “high school helpers” **in addition to the appropriate number of adult chaperones** to assist throughout the week (at the pastor’s discretion, community service hours may be offered to teens who volunteer.) **The parish must ensure that there is the proper ratio of adult chaperones to minor children (1:14) consistent with the policies of the Archdiocese of Denver’s Office of Risk Management (note: adult chaperones must be 21 or older).** Volunteers can assist by setting up drinks and snacks, keeping the kitchen clean, cleaning the floors and tables after breaks and lunch, and doing any tasks the Parish Program Coordinator or the teachers request.

No child should leave a classroom unaccompanied. If a child must leave during a class for any reason, at least one volunteer should accompany the child to his or her destination. No adult shall be alone with a minor in an area which is inappropriate to a ministry relationship.

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

A teacher will meet with classroom volunteers Monday morning before the program starts to explain their responsibilities for the week. If any classroom volunteers disrupt class, they will be asked to report to the Parish Program Coordinator.

Volunteers 18 years of age or older MUST be Safe Environment trained. The parish, and the Parish Program Coordinator in particular, are responsible for the Safe Environment certifications of all volunteers. The Safe Environment training information and background check confirmation form can be found here:

<https://archden.org/child-protection/>.

"High school helpers" must have a parent sign a Volunteer Hold Harmless Agreement.

### **Snacks, Drinks and Recess**

Kids need to stay hydrated and fueled to learn, pray, and play hard. We encourage each child to bring a water bottle with their name on it that they can refill throughout the day. In the event a child does not have a water bottle, the parish is to provide plenty of water or access to drinking water, throughout the day. Periodic sips from drinking fountains are insufficient. The parish should consider providing small, bottled water or cups with names written on them and easy access to water fountains.

Totus Tuus asks that the parish provide snacks (fruit, veggies, granola bars, etc.) at the morning snack break at 9:45 AM.

Recess is after lunch. To facilitate team sports and other games, children are invited to bring Frisbees, hula hoops, gloves, balls, jump ropes, etc.

### **Mass and Confession**

It is the responsibility of the Parish Program Coordinator to arrange the liturgical and Sacramental events with the pastor. Should the parish bring in a "supply priest" it is the parish's responsibility to duly compensate him for time and travel. Because the Eucharist is the source and the summit of the Christian life, Totus Tuus includes the daily celebration of Holy Mass at 11:15 AM. Opportunities for Confession should be made each day before Mass at 10:45 AM beginning with the 5<sup>th</sup> and 6<sup>th</sup> grade. If there are any conflicts with the Mass schedule, please contact the Coordinator of Totus Tuus as soon as possible. We encourage the parish to invite its parishioners to the Totus Tuus daily Mass.

If the parish has many children involved in the program, the pastor may find it helpful to invite a fellow priest to assist. Please note that Totus Tuus does not help with finding another priest if your parish priest is unavailable. If a priest is unable to preside at, or secure a replacement for Mass at any point during the week, the Parish Program Coordinator should inform the Coordinator of Totus Tuus.

It is not necessary for the music director to be present as the teachers will teach and lead the music for Mass.

**Priest Schedule**

Monday-Friday: 10:45 AM Confessions & 11:15 AM Mass

Tuesday: 7:55 PM Adoration & Confession

**Friday Afternoon**

After recess and lunch, the Totus Tuus teachers will prepare the children for the water fight and teacher sundaes. These events should be held in an open outdoor space on the church grounds (somewhere **grassy is preferable**, but the parking lot is acceptable) or at a nearby park within walking distance. Some parishes call the local fire department to bring their truck to 'cool everybody down.' This is great fun and highly recommended.

The parish shall provide several wading pools or lined trash cans or other large containers for water, and at least one hose (several is better).

**\*\*Alert parents that children will be wet, and possibly dirty, at pick-up on Friday.\*\***

The teachers will talk to the children about Friday afternoon at the end of Thursday, giving them the rules of the day and a take-home slip of reminders of what to bring and what to wear for the water games. Also, we will be attending Mass on Friday. Children should come to the program on Friday already dressed for the water fight. Boys are to wear a colored t-shirt with swim trunks and girls are to wear a bathing suit with shorts and a colored shirt. No white shirts may be worn. Boys must keep their shirts on during the water fight. Once the students go outside for the water fight, they will not be permitted back into the building, so they should bring all their belongings with them. The teachers will make sure this is accomplished.

# **MIDDLE & HIGH SCHOOL PROGRAM**

## **(7th – 12th Grade)**

For the benefit of all, Totus Tuus asks that a minimum of five students attend for this program to take place.

### **Facilities**

Totus Tuus needs one large hall or room with chairs for their main assemblies as well as three other rooms for talks in smaller groups. If the group is large, it is helpful to have a microphone in the main room for the speaker. The church needs to be available for Adoration and Confession on Tuesday evening. The parish should provide the priest for this. If the priest is unavailable, it is the parish's job to find a replacement priest.

### **Supplies**

Teachers would be aided by access to a chalkboard or dry erase board with markers and erasers, speakers (preferably that can take an auxiliary input cable to play music from a smartphone), Bibles, 5–7 votive candles, a large crucifix, and a decorative cloth. Snacks for the teens are also needed for the week. The parish is in charge of finding the best way to provide snacks.

### **Tuesday Adoration and Confession**

Tuesday evening is the Adoration night. The youth are also encouraged to go to Confession, so confessors will be needed from 7:55 PM–8:55 PM on this evening. It is recommended that the parish invite another priest to assist if the middle school and high school group is very large. This evening may be moved to another day of the week only if necessary.

### **Thursday Night Social**

The cost of the outing and/or dinner for the Totus Tuus teachers is the responsibility of the parish.

Totus Tuus teachers cannot provide, and are not responsible for, transportation for youth.

The parish is encouraged to brainstorm games, outings or activities that will be conducive to relationship building among the teams and teachers. Ideas from Totus Tuus teachers: bowling, fire pit (s'mores), spike ball, ping pong, ice cream bar, bouncy castle, kickball.

# **PARISH PROGRAM COORDINATOR TASK TIMELINE**

Hosting a Totus Tuus team is a big responsibility for the Parish Program Coordinator. The following schedule provides a helpful checklist:

## **Parish Registration**

### **Prior to Submitting a Parish Request Form:**

–Decide which weeks the pastor is available to be present during the day for the Totus Tuus program.

### **Submit the Parish Request Form:**

–The deadline to submit a parish request form is Monday, January 15, 2024, but if all of our spaces have been filled, the request form will be closed.

–Tentatively reserve the necessary parish facilities for those weeks

### **Upon Receiving Confirmation of your Parish Week:**

–Reserve facilities and place the week on the Parish Calendar

–Talk with the pastor about: scheduling a priest(s) for daily Mass and Confession; scheduling a priest(s) for Adoration and Confession Tuesday night; being present to the team, possibly hosting them for dinner. Personal interaction with the priest helps foster a rich partnership in the Gospel.

	Two Months Prior to the Totus Tuus Week
	-Determine the fee per student
	-Publicize Totus Tuus dates and information about program
	-Begin recruiting and arranging for separate host families for the teachers
	-Begin recruiting qualified volunteers to help during the daytime program
	-Arrange for Friday afternoon's water games (fire department, stock tank, popsicles, etc.)

	One Month Prior to the Totus Tuus Week
	-Request the pastor announce & promote the program from the pulpit or in Mass announcements
	-Finish recruiting volunteers; ensure that both Safe Environment training and background checks have been completed
	-Begin enrollment and registration
	-Ensure that all youth have a parish permission slip which includes photo release and Activity Release Form signed by a parent or guardian
	-Ensure your parish has paid the final balance to Totus Tuus of Denver

	Three Weeks Prior to the Totus Tuus Week:
	-Recruit intercessors to pray for the teachers, youth, pastor, <u>you</u> and volunteers
	-Arrange how snacks will be provided for the day and evening programs
	-Arrange families (different than those providing housing) to provide meals (lunch and dinner) for the teachers during the week
	-Arrange and organize Thursday Evening Social
	-Organize and promote the potluck and find volunteers for setup and cleanup

	Two Weeks Prior to the Totus Tuus Week:
	-Double check that all is set with the pastor, all host families, volunteers, and those providing meals
	-Announce and offer registrations after all Masses
	-Create a “manual of directions” for the team driver that includes addresses, names and phone numbers of all host families and meal hosts
	-Finalize Thursday Evening Social activities

	Week Prior to the Totus Tuus Week:
	-Create a list of questions (if necessary) to discuss with team leader.
	-Expect a phone call on Tuesday <b>between</b> 9:00 AM and 3 PM from the leader of your Totus Tuus teachers to go over details of the week



# **PARISH PROGRAM COORDINATOR**

## **CHECK LIST**

### **Housing**

Host families are asked to provide sleeping arrangements, a morning continental breakfast and possibly snacks to refuel.

1. \_\_\_\_\_ Housing for Men.
2. \_\_\_\_\_ Housing for Women.

### **Meals**

Please plan to provide all of the team's meals while they are in your parish. The teachers eat lunch with the children—lunch can be prepared for the teachers or they can fix their own plates. Please arrange for families in the parish to bring dinner to the teachers at the parish.

3. \_\_\_\_\_ Sign-up sheet for teacher's lunches. (12:00 PM) Sunday – Friday Sun.  
Mon.\_  
Tue.\_  
Wed.\_  
Thu.\_  
Fri.\_

4. \_\_\_\_\_ Sign-up sheet for teacher's dinners. (5:30 PM) Sat., Sun., Mon., Thurs. On the sign-up sheet it may be wise to have a place for the main course, so that each family knows what the other is going to prepare.  
Sat.\_  
Sun.\_  
Mon.\_  
Thu.\_  
Fri.(optional)

- 5.\_\_\_\_\_ Potluck Dinner on Wednesday at 5:30 PM. Be sure to invite the parish a few weeks in advance. The team will send home fliers with the children on Monday.

### **Advertising**

In addition to Sunday bulletin announcements, you may also send information home with school or religious education students, place fliers in the back of the church, or make pulpit announcements at Mass. Some graphics and PDFs are available for promotional help for parish bulletins or website. They can be found at <https://archden.org/eflm/youth-ministry/totus-tuus/parishes/>.

- 6.\_\_\_\_\_ Announcements in the Sunday bulletin for the week of the Summer program. We suggest that you begin right away.
- 7.\_\_\_\_\_ Registration for the week program (you will need to do this on several weekends)

### **Facilities**

In order for the Grade School Program to run smoothly, the team needs one large hall or room for main assemblies (this room may be used as a lunchroom or classroom, if necessary). The amount of participants and the number of teachers assigned to each parish will determine additional rooms.

- 8.\_\_\_\_\_ Readyng of teaching facilities for the summer program
- A. Chalk/ Dry Erase markers and erasers
  - B. Chalk boards/ Dry erase boards
  - C. Bibles (if available)
  - D. Bathrooms – marked “boys”, “girls” and “adults” (if possible)
  - E. Lunchroom – place for parish volunteers to prepare lunches/drinks
  - F. Gathering area for songs and announcements
  - G. Playground area and possible equipment
  - H. Trash cans
  - I. Choice of classrooms (3-4 for one teaching team, 6-7 for two teams)
- 9.\_\_\_\_\_ Please post copies of the Daily Schedule found on page 8.
- 10.\_\_\_\_\_ Equipment for water activities (2 hoses, clean trash cans or large containers)

### **Mass**

Totus Tuus includes the celebration of Holy Mass at 11:15 AM every day. If a parish priest is unable to preside at Mass at any point during the week, the team will use the chapel to lead the children in a rosary, and/or Stations of the Cross, a Divine Mercy Chaplet, or a Liturgy of the Word service.

11. \_\_\_\_\_ Please inform the parish priest of the Confession schedule (10:45 AM daily), Mass schedule (11:15 AM daily) and Tuesday night Eucharistic Adoration and Sacrament of Reconciliation (7:55 PM, Tuesday).
12. \_\_\_\_\_ Invite parishioners to attend Holy Mass (bulletin or Mass announcement.)

### **Volunteers**

We ask that a few volunteers be present throughout much of the day, the number will depend upon the number of participants and your desire. The main times (although they are certainly welcome the whole day) that they are needed are between 11:00 AM and 1:30 PM for lunch and water break. We have also found that help is needed in the first and second grade classrooms as well. Often, we invite the participants in the high school program to help during the day.

13. \_\_\_\_\_ Volunteers to help during lunch and recess.
14. \_\_\_\_\_ Volunteers/High school students to help in the first and second grade classrooms.

### **Sample Bulletin Announcement**

*Totus Tuus (Latin for Totally Yours), a summer catechetical youth program, is being held at St. \_\_\_\_\_ Church July 25-30.*

*For grade school children (entering grades 1-6) the program runs Monday-Friday, 9:00 AM – 2:30 PM.*

*The day includes catechetical instruction, daily Mass, songs, games and recess.*

*For middle school and high school youth, programming runs Sunday – Thursday, 7:00 PM – 9:00 PM.*

*All are invited to a potluck dinner on Wednesday at 5:00 PM. Registration is available through the parish office. Cost is \$60. Participants in the grade school program should bring a sack lunch and recess equipment.*

*Totus Tuus programming combines catechesis and FUN!!!*

*The youthfulness and energy of the Totus Tuus teachers is contagious – come and join us!!!*

**APPENDIX A**  
**Reminder of Select Key Content in this Manual**

1. **Parish Role Responsibilities.** By scheduling Totus Tuus programming, it is understood by the parish that it is the parish that is sponsoring Totus Tuus programming at the parish, and that it is the parish that is responsible for the welfare and oversight of the youth that the parish has registered to be part of Totus Tuus programming, including but not limited to the following considerations:
  - a. **Youth Arrival/Departure.** Totus Tuus teaching teams are not responsible for ensuring that youth have arrived at the parish or have been picked up by parents/guardians; this is the parish's responsibility.
  - b. **Teacher Availability.** The teachers are available for extra help, greeting parents or meeting with the Parish Program Coordinator, Pastor, DRE, etc., for 15 minutes before and after the Program, if desired by the Parish Program Coordinator. Teachers are not expected to be present outside of those times. This is to promote a healthy and balanced schedule for the teachers and to ensure time is available for prayer.
2. **Volunteers.** Volunteers 18 years of age or older MUST be Safe Environment trained.
3. **Participant Limits.** If the parish has one team coming, the parish will limit their participants to 80 children during the Grade School Program and if they have two teams, they will limit their participants to 160 children during the Grade School Program. There is also a limit of 80 participants during the Middle School and High School Program for one team and 160 for two teams.
4. **Programming.** The Grade School Program will be offered Monday – Friday from 9:00 AM-2:30 PM and the Middle School and High School Program will be offered Sunday – Thursday from 7:00 PM-9:00 PM.
5. **Dinners.** Dinners will be scheduled on Saturday, Sunday, Monday, Thursday and optionally on Friday. The dinners will be from 5:30 PM – 6:30 PM. There will be no scheduled dinner on Tuesday or Wednesday. Wednesday, there is a Parish Potluck Dinner at the parish from 5:30 PM – 7:00 PM.
6. **Mass & Confessions.** Mass will be at 11:15 AM Monday – Friday, and Confessions will be offered 30 minutes before each Mass (10:45 AM) and on Tuesday night (7:55 PM). \*\*\*Please double check with the Pastor.

### **A note on the cancellation of a Totus Tuus week:**

Due to the amount of work and preparation that goes into Totus Tuus, it is incredibly hard to make new arrangements for the team at the last minute. Every year, there is also a waiting list of parishes interested in hosting Totus Tuus, so committing to hosting a week is taken very seriously. If for some reason your parish must cancel Totus Tuus at the last minute, please note the following:

1. Payment will not be refunded.
2. The Parish is still responsible for providing housing AND food for the team for the week.\*

\*The Archdiocese of Denver's Totus Tuus Coordinator will work with you to find a way for the team to continue to serve as Teachers for the week, but note that the canceling Parish will likely still be held responsible for providing housing and food.

**Thank you for helping us aid your parish in its mission of sharing the Joy of the Gospel with our youth!**

