

# Totus Tuus 2025 Parish Manual

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**Archdiocese of Denver**



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# Totus Tuus Parish Program Coordinator

Please read the accompanying introductory “Blue Book” with specific information about this year’s content available at: [archden.org/eflm/totus-tuus/parishes/](http://archden.org/eflm/totus-tuus/parishes/)

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# Parish Responsibilities

Totus Tuus missionary teams provide catechetical instruction to grade school children during designated hours and they also lead non-classroom activities. The missionary teachers lead a youth group style program in the evenings for the Middle and High School youth.

For parishes within the Archdiocese of Denver participating in Totus Tuus, parish oversight and responsibility should align with the following guidelines:

- Relevant sections of the Archdiocese of Denver’s [Pastoral Handbook](#)
- Requirements in the [Parish Program Manual](#)
- Terms of the Totus Tuus Ministry Services Agreement between parishes and the Archdiocese of Denver
- Protocols from the Archdiocese’s Office of Child and Youth Protection ([link](#))
- The Archdiocese’s Risk Management and Insurance Manual (consult your parish pastor or business manager for access)

By scheduling Totus Tuus, the parish acknowledges and agrees that it is sponsoring Totus Tuus and is responsible for the welfare and oversight of registered youth participants.

To support the successful implementation of Totus Tuus at the parish, each parish must appoint a Parish Program Coordinator to ensure compliance with program responsibilities.

## Grade School Program

To host the Totus Tuus Grade School Program, a parish must execute the Totus Tuus Ministry Services Agreement, which confirms in writing to the Archdiocese of Denver that the parish understands and agrees to the following:

### Adult Supervision and Check-In/Check-Out

- The parish will have an adequate number of adult staff members or volunteers present daily to oversee morning check-in and afternoon check-out, monitor children throughout the day, and assist as needed, including in 1st and 2nd-grade classrooms.

### Adult Chaperones

- Adult chaperones must be Safe Environment Trained, with a required adult-to-child ratio of 1:14. For guidance on specific ratios based on children’s ages, consult the Archdiocese of Denver’s Office of Risk Management. While encouraged to help, high school helpers do not count as adult supervisors.



## Support for Children with Special Needs

- Children with physical or mental special needs may require a 1:1 supervision ratio. Ensure this consideration is accounted for during the registration process.

## Child Release Procedures

- Grade school children are only to be released to a properly authorized parent or guardian. If a parent or guardian wishes their child to leave independently (e.g., to walk or bike home), the parish must have a signed waiver on file granting this permission.

## Middle and High School Program

The Middle and High School Totus Tuus Program runs in the evenings from 7 PM to 9 PM. The parish is responsible for informing all parents/guardians to adhere strictly to arrival and departure times. Totus Tuus Missionary Teachers **are not responsible** for ensuring that parish youth have:

- Verifying the arrival or departure of youth,
- Confirming youth have been picked up by a parent/guardian,
- Ensuring youth depart by an approved mode of transportation.

To support this program, the parish must provide an appropriate number of adult staff members or volunteers who are Safe Environment Trained to:

- Oversee and ensure the safety of youth arrivals and departures,
- Be available for any emergencies,
- Open the parish at the beginning of the program or lock up the parish at the conclusion of the program (Totus Tuus Missionary Teachers are not permitted to handle this task).

For guidance on the required adult-to-youth ratio, please consult the Archdiocese of Denver’s Office of Risk Management.





# Totus Tuus Missionary Teachers

Each Totus Tuus team is made up of four college-aged missionary teachers—two men and two women—and may include a seminarian from Saint John Vianney Theological Seminary. Missionary Teachers are selected for their enthusiasm, love for children, leadership skills, and commitment to sharing the faith.

To ensure the smooth operation of each week’s Totus Tuus program, missionary teachers follow a structured schedule grounded in a consistent prayer life. All missionary teachers undergo a rigorous application and selection process, background checks, and complete the Archdiocese of Denver’s Office of Child and Youth Protection safe-environment training (required for all Archdiocese employees and Saint John Vianney seminarians).

### Missionary Teacher Availability

- The missionary 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. Missionary teachers are not expected to be present outside of those times.

## Preparation before the Program

### Host Families

Parishes are required to provide two host homes—one for men and one for women—ensuring that they are housed separately. Housing is needed from Saturday afternoon through the following Saturday morning.

### Host Family Responsibilities

- Each host home should provide:
- Sleeping arrangements
  - A continental breakfast
  - Snacks
  - Lunch and dinner over the weekend

Ideally, host homes should be within 15 minutes of the parish and close to one another, as each team has only one car for transportation.

Host families should be aware that missionary teachers may or may not be at the host home during afternoons due to planning, meetings, and set-up, and they may return home late given their full schedules. Hosting a meal with both families on Saturday or Sunday night is encouraged.

Please provide the missionary teachers with a list of names, addresses, and phone numbers for host homes and any families hosting them for dinner.

## Breakfast and Lunch for the Missionary Teachers

### Breakfast:

- Provided by the host family at 7AM at the host home.

### Lunch on Weekends:

- Sunday lunches can be hosted by the host families.
- Please ask host families to avoid scheduling activities for the missionary teachers on Sunday after Mass and lunch, as this time is reserved for “team time.”

### Lunch on Weekdays (Monday – Friday):

- Lunches are provided by the parish or a parish family each day at 12 PM. Missionary teachers typically eat with the youth in the grade school program.
- If the parish chooses to provide meals for the entire program, the parish assumes responsibility for all related costs, volunteers, and necessary utilities.

## Dinner for the Missionary Teachers

### Saturday

- Dinner should immediately follow Mass. Many find it helpful if the Parish Program Coordinator will be present at the meal, providing an opportunity to get to know the team.

### Sunday & Monday

- Dinner should be arranged at 5:30 PM, hosted by different parish families to involve more of the parish community. Teachers will depart by 6:30 p.m. to return to the parish for the evening program.

### Tuesday

- The team will be responsible for arranging their own dinner.

### Wednesday (Parish Potluck)

- The parish may host a parish-wide potluck as part of the mission, beginning at 5:30 PM and concluding around 6:45 PM to allow time for the evening program setup. If a potluck is not held, please arrange for a host family to provide dinner instead.

### Thursday

- Consider including dinner as part of a social event with middle and high school youth.

### Friday

- Dinner may be provided by the parish or the team will arrange their own dinner. Please discuss this with the team leader as a part of the Tuesday phone call before their arrival.

**Avoid placing the responsibility for meals on one or two families, by involving multiple families in hosting and meals this allows more people to participate in the parish mission!**

Intercessors

Prayer cover for Totus Tuus plays a significant role in the preparation, the week of, and follow up. Please form a team to intercede during each of these phases.

Ideas for finding intercessors:

- The regular Adorers
- Daily Mass attendees
- Members of the Altar Society
- The Knights of Columbus
- The Rosary Guild, etc.

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 before the program begins, between 9 AM and 3 PM. This call serves to:

- Schedule a time and place for a meeting on the following Saturday afternoon, allowing both the team and the parish to discuss details and address any remaining questions.
- Inform the parish of any Totus Tuus Missionary Teacher food allergies.
- Discuss if the parish is providing a dinner on Friday or not.

Arrival of the Team and Setup

The missionary teachers will arrive at the parish on **Saturday afternoon** to prepare for the program, which starts on Sunday evening at 7 PM.

- Meeting with the Pastor: The missionary teachers should meet the pastor (if available) and the Parish Program Coordinator for a facilities tour on Saturday afternoon.
- Setup: Missionary teachers will set up for the program Saturday afternoon. Please ensure the Totus Tuus team has access to parish facilities as needed.

**Important Note:** Totus Tuus team members may not be tasked with opening the parish at the start of the day or locking it up after the evening program.

Weekend Masses

The missionary teachers are expected to speak at all weekend Masses to briefly explain the Totus Tuus program and encourage families to participate. Please confirm with the pastor whether he prefers the team to speak before Mass, after the homily, or during the closing announcements.



Program Highlights

Saturday

- Team meets with Parish Program Coordinator and Pastor (if available)
  - Totus Tuus teachers promote at all Masses
- Team will set up the facilities at the parish to prepare for the week’s program.

Sunday

- Totus Tuus team continues to speak at the Masses to encourage registrations.
- The Middle and High School Totus Tuus program begins (7 - 9 PM).

Monday

- The grade school program begins from 9 AM – 2:30 PM.

Tuesday

- Teachers will make their own dinner arrangements and have an extended Team time.

Wednesday

- Parish potluck dinner at 5:30 PM (open to the whole parish).

Thursday

- Final day of the Middle and High School Program.

Friday

- For the grade school program, the first half of the day is a regular schedule, and the second half includes a water fight and other activities.
- The Totus Tuus team typically stays overnight on Friday and departs Saturday morning; however, they may leave Friday night depending on the location of their next parish.

|          | Saturday                                          | Sunday                    | Monday               | Tuesday                                | Wednesday            | Thursday                              | Friday                             |
|----------|---------------------------------------------------|---------------------------|----------------------|----------------------------------------|----------------------|---------------------------------------|------------------------------------|
| 9 AM     |                                                   | Team Speaks at all Masses | Grade School Program | Grade School Program                   | Grade School Program | Grade School Program                  | Grade School Program               |
| 10:45 AM |                                                   |                           | Confessions          | Confessions                            | Confessions          | Confessions                           | Confessions                        |
| 11:15 AM |                                                   |                           | Mass                 | Mass                                   | Mass                 | Mass                                  | Mass                               |
| 12 PM    | Team Arrives (4 PM), Meet with Parish Coordinator | Provide Team Lunch        | Provide Team Lunch   | Provide Team Lunch                     | Provide Team Lunch   | Provide Team Lunch                    | Provide Team Lunch and Water Fight |
| 5:30 PM  | Host Dinner                                       | Host Dinner               | Host Dinner          | No Host Dinner                         | Parish Potluck       | Host Dinner or eat with MS/HS program | Possible Host Dinner               |
| 7 PM     | Mass Announcements                                | MS/HS Program             | MS/HS Program        | MS/HS Program Adoration and Confession | MS/HS Program        | MS/HS Program "Fun" Night             |                                    |

Daily Schedule

Team

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

Daytime Program (1st - 6th Grade) Monday - Friday

- 9:00 AM Introduction & Welcome
- 9:15 AM Prayer & String Skit
- 9:25 AM Power Learning Session Period 1
- 9:50 AM Snack & Game
- 10:10 AM Music Preparation for Mass
- 10:20 AM Power Learning Session Period 2
- 10:45 AM Mass Preparation & Behavior Review (Confession starting with 5th/6th graders)
- 11:15 AM Mass (open to the entire parish)
- 12:00 PM Lunch & Recess
- 12:50 PM Water Break
- 1:00 PM Decade of the Rosary
- 1:10 PM Power Learning Session Period 3 \*(Friday: Water Fight/Sundae Preparation)
- 1:30 PM Totus Tuus Theatre
- 1:50 PM Power Learning Session Period 4
- 2:15 PM Gather, Review & Behavior Grades
- 2:30 PM Closing Prayer & Dismissal

Team

- 2:30 PM Clean Up & Team Meeting
- 3:00 PM Examen & Chaplet
- 3:30 PM Leisure & Rest
- Rosary in car on the way to dinner
- 5:30 PM Dinner with Host Family
- 6:30 PM Leave for Parish to Set Up

Middle School & High School Program (7th-12th Grade) Sunday - Thursday

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



# Grade School Program

*(Youth entering 1st - 6th Grade)*



## Facilities

To ensure the smooth operation of the Grade School Program, the following facilities are needed:

### Main Assembly Space

- A large hall or room for main assemblies, preferably a school cafeteria, gym, or parish hall. Access to a sound system is beneficial.

### Classrooms

- One team requires three classrooms available.
- Two teams requires six classrooms available.
- Each classroom should have access to a chalkboard or dry-erase board, and teachers will arrange the rooms as needed.

### Home Base

- A designated room for missionary teachers to conduct lesson planning and store supplies.

## Safe Environment and Volunteers

All adults (18+) involved with Totus Tuus must adhere to the Archdiocese of Denver's Code of Conduct, which includes guidelines for appropriate conduct with minors.

### Adult Chaperone Ratio:

- The parish must maintain the required ratio of one adult chaperone for every 14 minor children (1:14), in accordance with the Archdiocese of Denver's Office of Risk Management.

### Volunteer Responsibilities:

Volunteers can assist by:

- Setting up drinks and snacks,
- Keeping the kitchen clean,
- Cleaning floors and tables after breaks and lunch, and
- Performing any tasks requested by the Parish Program Coordinator or teachers.
- Tending to children as needs arise (skinned knees, etc)

A missionary teacher will meet with classroom volunteers on Monday morning before the program starts to explain their responsibilities.

## High School Helpers

To assist throughout the week, Totus Tuus recommends having 5-10 "high school helpers" in addition to the required adult chaperones. High school helpers must have a parent sign a Volunteer Hold Harmless Agreement.

## Safe Environment Training

Volunteers aged 18 years or older must complete Safe Environment training. The parish, specifically the Parish Program Coordinator, is responsible for ensuring that all volunteers possess the necessary Safe Environment training. For more information about the training and background check confirmation, please visit [this link](#).

## Snacks, Drinks and Recess

### Water

- Each child is encouraged to bring a labeled water bottle. If a child doesn't have one, the parish should provide access to plenty of drinking water, either through bottled water, water fountains, or cups with names labeled.

### Snacks

- The parish is asked to provide a morning snack at 9:45 a.m., offering items like fruit, vegetables, or granola bars.

### Recess

- To support team sports and games, children may bring items like Frisbees, hula hoops, gloves, balls, or jump ropes, or the parish can provide these items.

## Mass and Confession

The Parish Program Coordinator is responsible for coordinating all liturgical and sacramental events with the pastor. If the parish arranges for a "supply priest," it is the parish's responsibility to compensate him appropriately for time and travel.

### Daily Mass:

- Holy Mass is celebrated daily at 11:15 a.m., as the Eucharist is central to the Totus Tuus program. We encourage the parish to invite parishioners to attend.

### Confessions:

- Confession should be offered each day before Mass at 10:45 a.m., starting with the 5th and 6th graders on Monday. If any conflicts arise with the Mass schedule, please contact the Totus Tuus Director as soon as possible.

### Additional Priests:

- If the program includes a large number of children, the pastor may find it helpful to invite an additional priest to assist. Totus Tuus does not provide assistance in securing a replacement priest. If the pastor is unable to preside or arrange for Mass during the week please notify the Totus Tuus Director.

### Music for Mass:

- The Totus Tuus missionary teachers will teach and lead the music.



## Friday Afternoon

On Thursday, Totus Tuus missionary teachers will review the rules for Friday's water games with the children. A take-home reminder slip with guidelines on what to bring and wear is available to download and print [here](#).

### Location and Setup:

- The water games and missionary teacher sundaes will take place in an open outdoor area on church grounds, ideally a grassy space or nearby park within walking distance.
- Some parishes arrange for the local fire department to assist with cooling off.
- The parish should provide wading pools, lined trash cans, or large water containers, along with at least one hose (more is preferable).

### Dress Code for Water Games:

- Children should arrive Friday dressed for the water fight, as Mass will be held before the games.
  - Boys: Colored T-shirt (no white) with swim trunks. Shirts must remain on during the games.
  - Girls: Bathing suit with shorts and a colored T-shirt (no white).

### Additional Reminders:

- Once outside, children will not be permitted back into the building, so they should bring all belongings with them.
- Missionary teachers will ensure that all children have their items before heading outdoors.
- **Parent Notification:** Please inform parents that children may be wet and possibly dirty at pick-up on Friday.



## Middle and High School Program

*(Youth Entering 7th - 12th Grade)*



Totus Tuus requests a minimum of five students to participate for this program to be held.

### Facilities Needed

- One large hall or room with chairs and a speaker system for main assemblies.
- Three additional rooms for small group discussions (can be the same space as the morning programming).
- Access to the church for **Adoration and Confession on Tuesday evening**. The parish is responsible for providing a priest for this; if unavailable, the parish must secure a replacement.

### Supplies

- Chalkboard or dry-erase board with markers and erasers.
- Speakers compatible with auxiliary input for music from smartphones.
- Bibles.
- 5-7 votive candles, a large crucifix, and a decorative cloth for prayer settings.
- Snacks for the teens (parish determines the best way to provide these).

### Tuesday Adoration and Confession

- Tuesday evening will feature Adoration from 8:00 p.m. to 9:00 p.m., during which students are encouraged to receive Confession. Additional confessors are recommended if there is a large group.

### Thursday Night Social

- The parish is encouraged to plan a social activity to foster community among the students, teachers, and Totus Tuus team. Suggested activities include a fire pit with s'mores, spike ball, ping pong, an ice cream bar, kickball, or a bouncy castle.



# General Planning Timeline

## Early Spring

- Begin publicizing and marketing your Totus Tuus Week to the Parish and beyond. Consider inviting families who come to Holy Week and Easter Masses.

## Two Months or More Prior to the Totus Tuus Week

- Determine the fee per student.
- Continue to publicize Totus Tuus dates and information about program.
- Open Registration 6-8 weeks prior to your week.
- Begin recruiting and arranging host families to house the missionary teachers.
- Begin recruiting qualified volunteers to help during the daytime program.
- Arrange for Friday afternoon’s water games (fire department, stock tank, popsicles, etc.)
- Request the pastor arrange to announce & promote the program from the pulpit or in Mass announcements.

## One Month Prior to the Totus Tuus Week

- Finish recruiting volunteers; ensure that both Safe Environment training and background checks have been completed.
- Ensure that all youth have a parish permission slip which includes photo release and Activity Release Form signed by a parent or guardian.
  - These may be found on the Totus Tuus Website.
- Ensure your parish has paid the final balance to the Archdiocese of Denver.

## Three Weeks Prior to the Totus Tuus Week

- Recruit intercessors to pray for the teachers, youth, pastor, you and volunteers.
- Arrange snacks for the day and evening programs.
- Arrange families (different than those providing housing) to provide meals (lunch and dinner) for the missionary 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

- Confirm 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 leader 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 between 9 AM and 3 PM from the leader of your Totus Tuus missionary teachers to go over details of the week.

# Parish Program Coordinator Task List

The following schedule provides a helpful checklist for the Parish Program Coordinator:

## 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:

- ☐ Request may be submitted between Wednesday, November 20, 2024 and Monday, January 13, 2025. In mid-January, parishes will be offered a team based on availability on a first come first serve basis. After the initial request period, parishes requesting a team may be offered space if available until all spaces are allocated.
- ☐ 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.

## Housing

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

- ☐ Housing for Men.
- ☐ Housing for Women.

## Meals

Please plan to provide all of the team’s meals while they are in your parish except as noted in the Meals section of this document (page \_\_\_\_). The missionary teachers eat lunch with the children—lunch can be prepared for the team or they can fix their own plates.

## Lunch for Missionary Teachers

- ☐ Sign-up sheet for missionary teacher’s lunches to be brought to the parish at 12 PM, Sunday - Friday
  - ☐ Sun.
  - ☐ Mon.
  - ☐ Tue.
  - ☐ Wed.
  - ☐ Thu.
  - ☐ Fri.

Dinner for Missionary Teachers

- ☐ Sign-up sheet for missionary 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. (The team will organize their own dinner on Tuesday and potentially on Friday).
  - ☐ Sat.
  - ☐ Sun.
  - ☐ Mon.
  - ☐ Thu.
  - ☐ Fri. (optional)
- ☐ Potluck Dinner on Wednesday at 5:30 PM. Be sure to invite the parish a few weeks in advance.
  - ☐ Print fliers from the website for the team to send home with the youth 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/>. Download the writable PDF or create your own fliers

- ☐ Announcements in the Sunday bulletin for the week of the Summer program.
- ☐ Registration for the week program (you will need to do this on several weekends)
- ☐ Personal invitations/conversations

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.

- ☐ Ready the missionary teaching facilities for the summer program
  - ☐ Chalk/Dry Erase markers and erasers
  - ☐ Chalk boards/Dry erase boards
  - ☐ Bibles (if available)
  - ☐ Bathrooms – marked “boys”, “girls” and “adults” (if possible)
  - ☐ Lunchroom – place for parish volunteers to prepare lunches/drinks
  - ☐ Gathering area for songs and announcements
  - ☐ Playground area and optional equipment
  - ☐ Trash cans
  - ☐ Choice of classrooms (3-4 for one team, 6-7 for two teams)
  - ☐ Team room
- ☐ Please post copies of the Daily Schedule found on [page 8](#).
- ☐ 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.

- ☐ Schedule the following with the parish priest:
  - ☐ Confession schedule (10:45 AM daily)
  - ☐ Mass schedule (11:15 AM daily)
  - ☐ Tuesday night Eucharistic Adoration and Confession (8 PM).
- ☐ 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.

- ☐ All Volunteers 18+ must be safe environment trained
- ☐ Help with registration daily.
- ☐ Help with daily dismissal.
- ☐ Help during lunch and recess.
- ☐ Volunteers/High school students to help in the first and second grade classrooms.
- ☐ Need to be floating and available for any needs or emergencies that arise **(The parish coordinator is not enough to respond to all potential needs!)**

Sample Bulletin Announcement

Totus Tuus is a summer youth program being held at \_\_\_\_\_ Church this summer from \_\_\_\_\_. This summer camp is for grade school children (entering grades 1-6) and runs Monday-Friday from 9 AM – 2:30 PM. The day includes learning about our amazing Catholic faith, daily Mass, songs, games, and recess. There will also be an evening program for middle and high school youth (entering 7th -12th grades), which runs Sunday – Thursday from 7 PM – 9 PM.

Registration is available through the parish office. The cost per child for the grade school program is \$60. Totus Tuus programming combines faith formation and FUN! Register today and ignite the hearts of your youth through encounter with Jesus this summer!



# Program Fee

The program fee for the summer of 2025 is as follows:

- 1 team (4 teachers) - \$2,600
  - Up to 80 youth in the Grade School Program
- 2 teams (8 teachers) - \$5,000
  - Up to 160 youth in the Grade School Program

The maximum number of teens for the Middle and High School Program is the same. If a large number of youth are present for the night program, extra adult supervision is needed.

# Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. Totus Tuus recommends around \$50-60 per child. At \$60/child, a parish with 45 youth in the Grade School Program would cover just over the cost of one team this year. Another way to fund a team is to add the cost of Totus Tuus to the annual Religious Education fee.

We have found it helpful not to charge for the Middle and High School Program in an effort to bring as many teens as possible. We recognize sometimes teens don't want to come to church activities and having fees can be an extra deterrent.

Consider asking the Knights of Columbus Council, parish men's group, altar society, or other parish groups to assist you in bringing Totus Tuus this summer.

# Registration and Deposit

Online parish registration can be found on our website: [archden.org/eflm/youth-ministry/totus-tuus/](http://archden.org/eflm/youth-ministry/totus-tuus/).

For registration, each parish must select three potential weeks to host Totus Tuus. This allows us to schedule all of the parishes who wish to host the program. Parishes will be scheduled on a "first-come, first-served" basis.

Each Parish will receive their official date early in 2025. A confirmation document will be sent to each parish detailing the scheduling information. The emailed Ministry Services Agreement must be signed and returned to the Archdiocese of Denver by March 7, 2025. Your week is not fully secured until the Ministry Service Agreement is returned.

# Balance

Parishes are asked to remit the balance of the program fee to the Office Evangelization and Family Life Ministries by April 4, 2025, at the very latest.

Archdiocese of Denver  
Attn: Totus Tuus  
1300 S. Steele St  
Denver, CO 80210  
Write "Totus Tuus" in the memo

If the cost of the program is the only deterrent to your parish scheduling Totus Tuus or if there are payment scheduling problems, please contact [Karin.Middleton@archden.org](mailto:Karin.Middleton@archden.org) or call at 303-715-3249.



# Cancellation of a Totus Tuus week:

Due to the amount of work and preparation that goes into Totus Tuus, it is difficult to make new arrangements for the team at the last minute. There is typically a waiting list of parishes interested in hosting Totus Tuus **so please do not "hold" a space**. If for some reason your parish must cancel hosting Totus Tuus, please note the following:

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

*\*The Archdiocese of Denver's Totus Tuus Director 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 may 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!