



TOTUS TUUS

Parish Coordinator Guide

2023

Table of Contents

Table of Contents	1
Getting Started	2
Role of the Parish Coordinator	2
Pastor Involvement	2
Program Fee	4
Registration/Deposit	5
Additional Information	5
Parish/Cluster Responsibilities for Totus Tuus Team	6
Arrival/Setup	6
Host Families & Meals	6
Meal Expectations:	7
Other Notes	7
Daily Schedule	8
Grades 1-6 Program.....	8
Team.....	8
Middle School & High School Program.....	8
The Totus Tuus Curriculum.....	9
Year One: The Mystery of Salvation—2023.....	9
The Sorrowful Mysteries—2023.....	9
Grades 1-6 Program.....	9
Middle School/High School Program.....	12
Supplies	12
Schedule	12
Totus Tuus T-Shirts	12
Parish Involvement.....	13
Parish Potluck Supper	13
Intercessors	13
Safe Environment Protocol.....	14
High School Helpers.....	14
Resources	15
Thank You	15

Getting Started

Totus Tuus is a summer program dedicated to bringing kids closer to Christ through the sacraments, prayer, and fun. In this guide, you will find helpful information about planning for Totus Tuus at your parish and what the team needs in order to thrive. If you have questions that cannot be answered from this document, please contact the Archdiocesan Totus Tuus coordinator, Joanne Pohland at 563-556-2580, ext. 255 or j.pohland@dbqarch.org. We will help you in any way we can!



Role of the Parish Coordinator

The parish coordinator may very well be the most important person involved in Totus Tuus. The success of a Totus Tuus Parish Program depends on you! We cannot thank you enough for your investment in the young people of our archdiocese. Please know that the Archdiocese of Dubuque and Joanne Pohland, the Archdiocesan Totus Tuus coordinator, sincerely appreciate you!

While the team that visits your parish will have training specific to catechesis, session management, and teamwork, for many of these college-aged missionaries, this may be their first full-time job. It will be a great learning experience, and you will help them grow professionally and personally. They will look to you for help with logistics at your parish, challenging behavior from kids, and any scheduling issues that fall outside of their usual plan.

Pastor Involvement

Pastors, and other priests in your parish/cluster, are vital to the hosting of a Totus Tuus team at your parish! We recognize that the amount of time and resources this program requires is not small. Time and time again, however, teams will tell us that the involvement of the pastor and/or other priests was one of the most meaningful aspects of the summer. As these young people learn, grow, and discern, the witness of the pastor and/or priest is invaluable. We understand that the pastor's and/or other priest's schedules may not allow them to be present for every moment of the week, but they are warmly invited to be a part of Totus Tuus in any way that they can.



While Summer 2023 is still a few months away, it is important to plan now for your priest(s) to be involved with your Totus Tuus program. We have provided the list of times/days for which a priest is needed for Totus Tuus (see below). For planning purposes, please use this schedule. However, please be aware that changes may need to be made. When necessary, the schedule can be adjusted to better fit the availability of the pastor and/or other priest(s).

Please know that the more your pastor can be a part of the program, the better your program will be. So, encourage him to be there for lunch with the children, and to join the youth in some of the evening sessions as well.

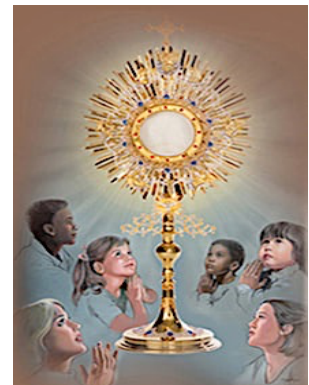


See the next page for the tentative times that the team will need the pastor and/or other priests for sacramental purposes. In addition, other times that priests are invited to be present are also listed. as well as other

Role of the Priest(s) for Totus Tuus (Tentative)			
Saturday	Dinner with Team and Parish Coordinator	After Mass	Team
Sunday	Support evening program	7:00 PM	If possible
Monday	Reconciliation	11:00 AM	Grades 3 & 4
	Mass	11:15 AM	Grades 1-6
	Lunch w/children	12:00 PM	If possible
	Support evening program	7:00 PM	If possible
Tuesday	Reconciliation	11:00 AM	Grades 5 & 6
	Mass	11:15 AM	Grades 1-6
	Lunch w/children	12:00 PM	If possible
Wednesday	Reconciliation	11:00 AM	Grades 3-6 as needed
	Mass	11:15 AM	Grades 1-6
	Lunch w/children	12:00 PM	If possible
	Church Tour	1:40 – 2:10 PM	If possible
	Support evening program	7:00 PM	If possible
	(Adoration*)	8:00 PM	MS/HS program
	Reconciliation**	8:00 PM	MS/HS program
Thursday	Reconciliation	11:00 AM	Grades 3-6 as needed
	Mass	11:15 AM	Grades 1-6
	Lunch w/children	12:00 PM	If possible
	(Adoration*)	1:30 PM	Grades 1-6
	Support evening program	7:00 PM	If possible
Friday	Reconciliation	11:00 AM	Grades 3-6 as needed
	Mass	11:15 AM	Grades 1-6
	Water Games	1:30 PM	If possible

*Adoration does not require the presence of a priest if there is an adoration chapel. In addition, a Deacon/Extraordinary Minister of Holy Communion may be entrusted to expose of the Blessed Sacrament.

**Depending on the number of participants, a parish may want to invite more priests to be present to hear confessions as this time.



Program Fee

Below is this year's fee for a parish to host a Totus Tuus team. Also listed are the maximum number of students (youth) per team for the Grades 1-6 program.

Maximum Youth Served*	Number of Teams Required	Cost to Parish
75 youth	1 team (4 missionaries)	\$2,800
150 youth	2 teams (8 missionaries) if available	\$4,850

*"Maximum youth served" applies only to those youth served through the Grades 1-6 Program. We understand that turning kids away is not desirable, but please do not "overload" your team. This does not benefit the children or the team, as it does not allow the team to teach and connect with the kids as freely as they would like. If you know that you will have more than 75 youth for the Grades 1-6 Program, please request two teams. Please keep in mind that two teams cannot be guaranteed, and, if it is not possible for us to schedule two teams, we will ask that you close the registration once you reach the maximum number of participants in the Grades 1-6 program.

Multi-Parish Collaboration

While one of the benefits of hosting Totus Tuus is to build parish unity, it is often common for parishes or clusters to collaborate in hosting Totus Tuus. If your parish is interested in hosting Totus Tuus but you do not feel that you would have enough children or youth present to justify the expense and time, perhaps you should consider sharing the week with neighboring parishes.

If collaboration is to take place, there are a few recommendations you should consider:

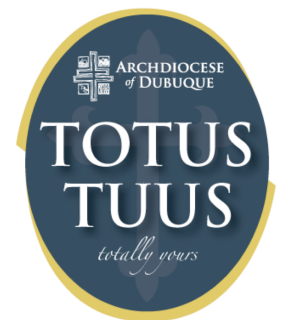
1. The programs should occur in the same space every day (if possible). However, the Grades 1-6 Program could be held in one location and the Middle School/High School Program in another. This would still allow participants and the team to become familiar with the space that is being utilized for their program.
2. There should be one Totus Tuus Program Coordinator, even if more than one parish is hosting. This allows for a single point of contact for the team and eliminates miscommunication as much as possible.
3. Prior to the registration process, parishes should determine a plan for financing the program.

Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. A fee structure of \$25 to \$50 per child with a limit for families of three or more, is recommended. If a parish charges \$50 per child and has 56 participants, they would take in the \$2,800 and cover the cost for the team.

Some parishes charge a participation fee for those attending the Grades 1-6 Program, but not for the Middle School/High School evening program.

Throughout the years, many Knights of Columbus councils and parish men's groups have assisted in bringing the program to various parishes/clusters. Consider inquiring how groups such as these could help support Totus Tuus in your parish/cluster.



Registration/Deposit

An online registration form for parishes is available by going to <https://forms.gle/2RX4p21ys55UHipAA>.

Each parish must pay a deposit fee of \$800 per team by December 1, 2022 to secure its date. The deposit is **non-refundable** unless a team cannot be provided for your parish. Deposit checks are to be made out to: *Archdiocese of Dubuque – Totus Tuus*. Please send your deposit to:

Archdiocese of Dubuque—Totus Tuus
1229 Mount Loretta Avenue
Dubuque, IA 52003

Parishes will not be guaranteed a team until the teams are formed. The best way to ensure that we have enough teams to serve all requesting parishes is for more people to actively recruit Totus Tuus missionaries. Please invite those you think would be good missionaries to apply.

Parishes who submit their registration form (see above), offering three preferences for the week they would like to host Totus Tuus in their parish, and submit **\$800 deposit by December 1, 2022**, will be assigned a tentative week. Parishes are asked to submit three preferences for the week they would like to host Totus Tuus. Totus Tuus host sites will be assigned their tentative week in the order registrations were received, with sites that hosted (or registered for) Totus Tuus in 2022 given priority to allow for programmatic continuity.

If a team cannot be provided for your parish on either of the first two choices, the parish coordinator will be contacted and the parish will be given the option of securing the third choice, exploring the possibility of scheduling a different week (if one is available), or having the deposit returned.

In the event that we do not have enough teams to serve your parish, your deposit will be returned.

The Archdiocesan Totus Tuus coordinator will make every effort to notify host parishes by February 6, 2023, of the weeks that have tentatively been assigned to them and confirm this by March 31, 2023.

Additional Information

The following information is provided to help you plan. As the details of the curriculum and the schedule are finalized, there may need to be some adjustments made to the following information, but we hope that this guidance will be helpful as you plan.

Please contact the Archdiocesan Totus Tuus Director if you have any questions or concerns.

Parish/Cluster Responsibilities for Totus Tuus Team

Each Totus Tuus missionary team consists of two men and two women. The missionaries are selected based on their commitment to the Catholic faith, desire to share the faith, love of children, energy, enthusiasm and leadership abilities. One team member is designated as the team leader.

Please keep in mind that in order to facilitate a week of Totus Tuus successfully, the missionaries adhere to a well-defined schedule, which has a structured prayer life as its foundation.

The team leader or co-leader will usually contact the Parish Coordinator between 3:00-5:00 PM on the Wednesday afternoon prior to your week of Totus Tuus. If you do not hear from your team by Wednesday at 5:00 PM, please contact the archdiocesan director.



Arrival/Setup

The team generally arrives on the Saturday afternoon prior to the week of the program. Please work with the team leader to let them know the schedule for them to speak at the Masses that weekend. Speaking at Mass is an excellent opportunity to publicize Totus Tuus and introduce the team. Often this brief presentation will help bring in more youth to participate in the week's program.

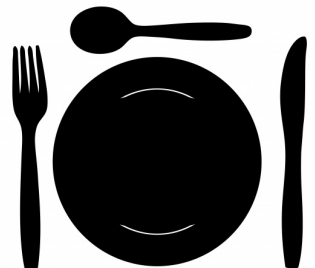
The team will plan to meet with the parish coordinator and pastor (if available) for a formal meeting and touring of the facilities on Saturday. The team will set up the facilities on Sunday afternoon. Due to the early morning and late-night scheduling of events, some parishes have found it convenient to provide the team leader with a key to the facilities. If you choose not to do this, please make sure the team leader knows who will have facility keys for the week.

Host Families & Meals

Since the missionaries are “out on the road” in this ministry, it is important for parishes to make arrangements to house and feed the missionaries.

Parish/Cluster is to provide sleeping arrangements to include the following:

- ❖ Separate “homes” for men and women.
- ❖ Each missionary is to have a separate bed (team members can share a room but not a bed).
- ❖ Due to the cost and time of travel, parishes are asked to find lodging for the team within ten miles of the site of the daytime program.
- ❖ If a parish cannot find lodging within ten miles, the parish may be billed for the cost of team travel from host families to the program site for the week.



Parish/Cluster is also to provide the following:

- ❖ Each parish/cluster will ensure that the missionaries are provided a simple breakfast.
- ❖ Each parish/cluster will provide lunches to missionaries during the day program.
- ❖ Each parish/cluster will arrange for dinners for missionaries after the day program. Parish coordinators will either arrange for the team to have dinner with a family in their home (or other location) or arrange for families to provide a meal for the team at a parish facility (or other location) or give the team money to order out.
- ❖ Teams appreciate the opportunity to use washers/dryers at host sites at some time during the week.

Meal Expectations:

Daily Breakfast is typically provided by the host family. It should be available by 7:00 AM. Breakfast does not need to be anything fancy or requiring effort. Cereal, fruit, granola bar or toast is sufficient. Sometimes all the team wants is coffee.

Lunch for Saturday (if the team has arrived) **and Sunday** can be at the host families' homes or hosted by the Parish Totus Tuus Coordinator or the Pastor at the parish. Host families do not need to plan any activities for the team on Saturday afternoon or Sunday after Mass and/or lunch. This is "team time" for the team to ensure that they are ready to serve the parish.

Dinner on Saturday should be scheduled for as early after Mass as possible. It would be ideal if the Parish Totus Tuus Coordinator or the Pastor could host dinner on Saturday evening, as that would give everyone a chance to meet. If this is not possible, please find a family who can host them for dinner.

Lunch for Monday through Friday should be provided by the parish or a volunteer at 12:00 PM. Volunteers assisting in the kitchen can prepare the lunch. Buffet style often works best, although "box" type meals are also appreciated. It is often helpful for the one providing the meal to have extra food for the volunteers, priest, etc.

Dinner on Sunday, Monday, and Tuesday should be provided by 5:30 PM. Please arrange for families in the parish to host the team for supper. This allows for more families to be involved 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, take the team out to eat, or provide a gift card for the team to eat on their own.

Since the team is on a tight schedule, they will leave the family's home no later than 6:30 PM to return to the parish for the evening program.

Dinner on Wednesday is also needed unless this is the night that the Parish hosts a Potluck (**see notes in Parish Involvement Section**). If a potluck is not held, please be sure that a family is invited to host a meal for the team.

The team will not need dinner on **Thursday** if their evening social with the middle school and high school youth involves a meal. If no meal is planned within the Thursday night activity, please find someone to host the team for dinner by 5:30 PM.

Other Notes

The interaction with host families is valuable for both the team members and the families. However, due to the team's schedule, it is important to stress to host families that the team may occasionally be late getting back due to team responsibilities. Also, team members may not always return to the host families' homes in the afternoons, due to planning and setup. However, they may return to their host home for a nap or personal time. The teams are trained to practice courtesy as they are still guests in host families homes. Teams are expected to return to host homes by 11:00 PM.

Housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Friday afternoon. 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. If any of the team members have any dietary requirements, the team leader will inform the Parish Coordinator.

Daily Schedule

The following is the usual schedule for the week of Totus Tuus. Keep in mind that this schedule is subject to change.

Grades 1-6 Program

8:30 – 9:00 AM	Team Set-Up
9:00 – 9:20 AM	Opening Prayer, Songs and Skits
9:20 – 9:55 AM	Power Learning Session #1
9:55 – 10:10 AM	Restroom & Snack Break
10:10 – 10:40 AM	Power Learning Session #2
10:40 – 11:00 AM	Mass Preparation
11:00 – 11:15 AM	Music Preparation for Mass/Individual Grades to Confession
11:15 AM	Mass*
12:00 – 12:50 PM	Lunch and Recess
12:50 – 1:25 PM	Power Learning Session #3
1:25 – 1:40 PM	Restroom Break/Snack Break
1:40 – 2:10 PM	Power Learning Session #4
2:10 - 2:30 PM	Gather, Review and Closing Prayer
2:30 PM	Dismissal

Team

2:30 PM	Clean-up/Set-up/Team Meeting
3:45 PM	Evening Prayer (Vespers) and Chaplet of Divine Mercy/ Team Recreation
5:30 PM	Dinner

Middle School & High School Program

7:00 – 7:20 PM	Introduction and Ice Breakers
7:20 – 7:45 PM	Session #1
7:45 – 8:00 PM	Small Group Discussion
8:05 – 8:20 PM	Snack Break
8:20 – 8:45 PM	Session #2
8:45 – 9:00 PM	Small Group Discussion
9:00 – 9:15 PM	Night Prayer (Compline)
9:15 PM	Dismissal

* Some parishes adjust for a different Mass time (9:00 AM, Noon). This is not ideal, but is not impossible. Please contact the Archdiocesan Totus Tuus Director with questions and coordinate any changes with your Totus Tuus team as well as your own parish team.

The Totus Tuus Curriculum

The Sacred Scriptures and the *Catechism of the Catholic Church* provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program.

Consequently, Totus Tuus has divided the four pillars of the Catechism into a six-year teaching cycle:

Year One: The Mystery of Salvation—2023

Year Two: The Apostles' Creed

Year Three: The Sacraments

Year Four: The Commandments

Year Five: The Virtues

Year Six: Prayer and the Our Father

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

The Joyful Mysteries

The Luminous Mysteries

The Sorrowful Mysteries—2023

The Glorious Mysteries



Grades 1-6 Program

The Totus Tuus Grades 1-6 Program is designed for children entering Grades 1-6 in the upcoming school year. The Grades 1-6 Program begins on Monday and concludes on Friday.

Registration of Participants

It is important to have information from each participant attending the program. Sample registration forms as well as a 2023 Totus Tuus Parental/Guardian Consent Form and Liability Waiver will be available in the [Totus Tuus 2023 Folder](#) in the Shared Drive (watch for these materials to be added as they become available). Keep in mind that the 2022-2023 Consent Form and Liability Waiver, if still on file, remains in effect through August 31, 2023. However, the 2023-2024 form may also be used.

Facilities Requested to be Available

The team requests **one large hall, room, or an outdoor space for their main assemblies**. (This same room can be used as a lunchroom, if necessary.) It is helpful to provide a **microphone** for the team. All participants will begin in this gathering space each morning and conclude here each afternoon.

The number of participants and the number of teams assigned to each parish will determine how many spaces are needed for the Power Learning Sessions. In general, for one team, this will mean having three spaces available for use; for two teams, six spaces would be required. The team(s) will also need a “missionaries’ space” for their supplies and afternoon meeting.

Each room should have a chalkboard or a dry-erase board. For the 1st and 2nd Grade sessions, it is ideal to have a large space with an area for the children to gather and sit on the floor, as well as tables set up with chairs for their activities. Team members will set up the spaces.

It is very important that the church be available for Mass and the Sacrament of Reconciliation every day. Each class will spend time in the Adoration chapel on Thursday afternoon.

Lunch/Snacks/Recess

Totus Tuus infuses catechetical instruction with authenticity and fun! We balance time inside and outside of the designated program space. Therefore, the schedule includes a morning restroom and snack break, recess and “cool down” after lunch, and an afternoon restroom and snack break.

The parish is asked to provide beverages throughout the day, especially water, but other drinks may also be offered. These are offered at least during the snack and lunch breaks. It is helpful to have volunteers prepare the snacks and drinks five minutes before each break.

We also ask that the parish provide snacks (crackers, fruit, veggies, granola bars, trail mix) for the snack break. Consider having these snacks individually wrapped. Many parishes invite volunteers to provide snacks. The participants are generally asked to provide their own sack lunches, but drinks may need to be prepared. Some parishes choose to provide lunch for the participants, especially on Friday afternoon. The choice is yours, but please be clear so parents know what to expect. Recess follows lunch. The team will participate in recess with the participants.

Mass and the Sacrament of Reconciliation



It is in the sacraments, especially in the Eucharist, that Christ Jesus works most fully for the redemption and sanctification of all humankind. We realize that Totus Tuus asks a lot of our priests who are already very busy, and we are extremely grateful for their presence and participation in the program. We have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous impact on the children. We strive to help the children participate fully and actively in

the liturgy and consider this an integral part of our program. It is the responsibility of the parish coordinator to arrange the liturgical and sacramental events so that the priest is available.

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus program includes the daily celebration of Holy Mass at 11:15 AM. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day before Mass, beginning at 11:00 AM. If needed, this schedule can be adapted to meet the needs and circumstances of your parish. If you would like to discuss alternative schedules, please contact the Archdiocesan Totus Tuus Director.

The older participants will be invited to receive the Sacrament of Reconciliation on Monday and younger children 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 minister at Mass by serving, presenting the offertory gifts and proclaiming the readings and petitions, as they are able. Totus Tuus team members will lead the children in a few songs during Mass; however, it would be helpful to invite the parish music ministers to join them. Please coordinate this with the team.

The team will prepare the children for Mass and the Sacrament of Reconciliation, and they will practice the songs as well. The children will be expected to behave during Mass—and at all times during the week. Their Friday afternoon fun depends on it! Additional adult volunteers may be needed to sit with the participants during Mass.



If a priest is unable to preside at and/or secure a replacement for the Mass at any point during the week, the team will take the children to the church to pray the Rosary, Midday Prayer, or the Stations of the Cross. However, this should be considered the exception, rather than the rule. Please contact the Archdiocesan Totus Tuus Director with any questions.

Children's Adoration

Children's Adoration will take place on Thursday afternoon. If your parish has a perpetual Adoration chapel, the participants will be taken there. If there is not an Adoration chapel, the team will take youth to the church. It is ideal for a priest to be available for exposition of the Blessed Sacrament. The priest is invited to lead the kids in prayer and songs during their time in Adoration. However, if a priest is not available, the team will do so. If Children's Adoration is to take place in a perpetual Adoration chapel, it is suggested to give notice to the scheduled Adorers that the children will be present during this time.



Friday Afternoon

On Fridays, the usual schedule is followed through lunch, but it is then modified to allow for "fun time" in the afternoon. While participants may still bring their lunches on Friday, the parish may want to have a "cook out" (usually hot dogs and chips). After lunch there will be no formal sessions.



During the afternoon, there will be water games for which participants can bring super-soakers, squirt bottles, etc. The water games are scheduled to begin at 12:50 PM. Friday afternoon's festivities can be held in a nearby park or recreation area, or in a large, open area on your church grounds. (Please keep in mind that water events held in a parking lot or another hard, paved surface, may increase the risk of children getting hurt). The water games end by about 2:10 PM, and participants will help the team clean up the area.

The parish is asked to provide one to two cans of shaving cream (depending on the number of participants), water hoses and wading pools or a stock tank, etc. For the shaving cream, please choose aloe-based or sensitive-skin products, as

they are "easier" on the hair of the missionaries.

Some parishes ask the local fire department to send a truck and join in the water games. This adds a considerable amount of fun (and water), but is completely optional.

Parishes may also choose to provide popsicles, ice cream, or other individually-wrapped treats at the conclusion of Friday afternoon.

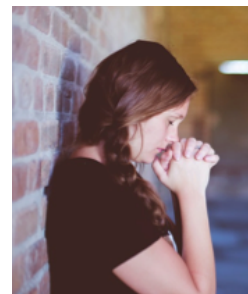
Parents should be warned that children will be wet and possibly dirty when they are picked up. Please ask parents to have their children arrive in the morning wearing the appropriate dress for the afternoon. The team will talk to the children about Friday afternoon at the close of the day on Thursday, giving them the rules of the day, what to bring for the water games, and what to wear. The day closes, as does every day, with song and prayer.

Early in the week, a handout is available for parishes to let parents know about Friday's activities. (This can be found in the [Totus Tuus 2023 Folder](#) (in the Shared Drive) when it becomes available.)

Middle School/High School Program

Totus Tuus offers an evening program for middle school and high school youth. Middle school youth are those entering Grades 7 and 8, and high school youth are those entering Grades 9-12 for the upcoming school year. These grade levels meet Sunday through Thursday evenings.

The middle school participants will join the high school participants for the evening program; however, when group attendance allows, their gatherings will remain separate to maintain an atmosphere and discussion level that is appropriate for each age group.



Facilities

Similar to the Grades 1-6 Program, the team needs **one large hall, room, or outdoor space with Wi-Fi access** for their main gatherings. If the group is large, it is helpful to provide a **microphone** for the team. If this is a smaller group, a smaller space may be adequate.

The number of participants and the number of teams assigned to each parish will determine how much **space** is needed. In general, each team will need two spaces for the evening program. The **church** needs to be available for Adoration and the Sacrament of Reconciliation one evening during the week, preferably Wednesday, based on the availability of your priest.

Supplies

It would be helpful to have the following supplies for the high school sessions: a laptop, projector, a chalkboard/dry erase board, speakers with a cord for a portable device, 5-7 votive candles, a large crucifix, and a decorative cloth.

Schedule

Each evening session is held from 7:00 - 9:15 PM. There will be time for fellowship, snacks, and two instructional sessions most evenings. Wednesday evening allows for Adoration and the Sacrament of Reconciliation. The week closes on Thursday night with a fun activity.

Totus Tuus T-Shirts

Envision (our T-shirt production company) will be creating an online store for each week of Totus Tuus. We will provide a link that you can send out to your families and registered participants about a month to six weeks before your assigned week. Families can go to the link, order their shirts, and pay for them directly. We will provide more specific information with regard to pricing in the coming weeks. Keep in mind that supply chain issues and delivery delays contribute to the need to have orders placed early. If you would like to have shirts available for people to purchase during your week, you will have to order and pay for them in advance. However, please keep in mind that there will be no refunds or returns offered.

Parish Involvement

The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved.

There is a need for volunteers to help with the Power Learning Sessions, for lunch and snacks (serving and cleaning up) during the day program, as well as providing and serving snacks for the evening program, and for host families to house and feed the team(s) during the week. Here are two additional ways to include others in your parish:

Parish Potluck Supper

The parish is invited to sponsor a potluck supper for the children, their families and all parishioners. You can host this any evening of the week, but Wednesday is recommended. The potluck may also take place after the Saturday evening Mass, or it could be a breakfast following a morning Mass on Sunday. No meal plans will be needed for the team when the potluck takes place. If a potluck does not take place, please have a family host the team for the meal.



If the parish has a potluck supper, it is encouraged that this be a parish-wide event. This gathering gives the team an opportunity to meet families and other parish members. It is also an excellent opportunity for the parents to meet and get to know the missionaries, where they are from, etc. During the potluck, the team leader will introduce the team and explain a little about the history and mission of Totus Tuus.

Intercessors

While the team is at your parish, and even before they arrive, we recommend recruiting intercessors to pray for and provide spiritual assistance to the team, the youth, the coordinators and volunteers, and the pastor of your parish. This is a great way to involve parishioners who do not have school-aged children attending Totus Tuus.

Ask the regular Adorers, daily Mass attendees, members of the ACCW, Catholic Daughters, the Altar Society, the Knights of Columbus, or the Rosary Guild—really, anyone you can think of—to commit to daily or weekly prayer for the team, the participants, and the program. They can pray in whatever way they like: offer Masses, Holy hours, Rosaries, Chaplets; intercede with petitionary prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners.



Safe Environment Protocol

Please keep the following information in mind when preparing to host Totus Tuus.

- ❖ At least two adults who have been Safe Environment Trained and undergone a Background Check should be present in the building at all times when the program is in session.
- ❖ For safe environment purposes, please have at least one adult volunteer in each classroom for the Power Learning Sessions, with other adults in the building.
- ❖ The Archdiocesan Director of Human Resources, in conjunction with the Archdiocesan Totus Tuus Director will ensure that all Totus Tuus missionaries have received safe environment training and a background check.
- ❖ Volunteers over the age of 18 who will be present for the bulk of the time the program is in session MUST receive Safe Environment Training and have a background check. All other volunteers are highly encouraged to complete the “Special Event Volunteer” form, which will be placed in the [Totus Tuus 2023 Folder](#) as they become available.
- ❖ It is the responsibility of the Totus Tuus Program Parish Coordinator to make sure the volunteers have met these criteria. Parish Program Coordinators can verify training and background checks by contacting the parish Safe Environment Coordinator.
- ❖ For questions about Archdiocesan Safe Environment protocol, please contact Lynn Osterhaus at (563) 556-2580, ext. 225 or l.osterhaus@dbqarch.org.

High School Helpers

A parish of any size can utilize high school helpers to assist during the Grades 1-6 program. This is a great way to engage high school youth, and it is also an opportunity for the team to further connect with them. High school helpers can expect to serve as a missionary’s assistant, passing out materials, and helping with crowd control during large gatherings. Please recruit and select mature individuals who will actually assist in the program sessions. Please encourage these helpers to be attentive to the needs of the team and of the students they are serving.

High school helpers are still considered minors and, therefore, must be supervised by a Safe Environment-trained and background-checked adult. All High School participants, including those helping with the Grades 1-6 program should be invited to join the evening program.



Resources

Sample forms and other resources will be in the [Totus Tuus 2023 Folder](#) as they become available. You can also access this folder by going to the Shared Drive>Faith Formation>Children & Family Formation>Totus Tuus 2023.

The forms will need to be edited to be specific to your site, so all words in [red] need to be replaced with your specific information. Please save these forms to your computer and edit them prior to sending them out to families.

The Grades 1-6 Program requires a completed registration form and Liability Waiver/Medical Consent Form (follow link above) for each participant.

Since the Middle School/High School program is considered a more flexible event, no form is required, but a registration form may be used, at the discretion of the parish. It is, however, important to have contact information and consent in the event of an emergency. Additionally, the Totus Tuus Program Director must ensure that there are always two adults present in addition to the team for the Middle School/High School program. If you are planning to offer a social on Thursday night that is off-site (not on parish grounds or in a different location than the previous nights), a Liability Waiver/Medical Consent Form must be completed, as well as a Permission Form.

Thank You

Totus Tuus is dependent on you as the Parish Coordinator. Thank you for all that you do to make this successful. We hope this guide has given you helpful information about planning for Totus Tuus at your parish and what the team needs in order to thrive. If you have questions that cannot be answered from this document, please contact the Archdiocesan Totus Tuus Director, Joanne Pohland at 563-556-2580, ext. 255 or j.pohland@dbqarch.org. We will help you in any way we can! Thank you for helping to provide a summer program dedicated to bringing kids closer to Christ through Mary, the sacraments, prayer, and fun.

