

DIOCESE OF SUPERIOR TOTUS TUUS PARISH HANDBOOK



DIOCESE OF SUPERIOR
EVANGELIZATION & MISSIONARY DISCIPLESHIP



JOHN 15:5

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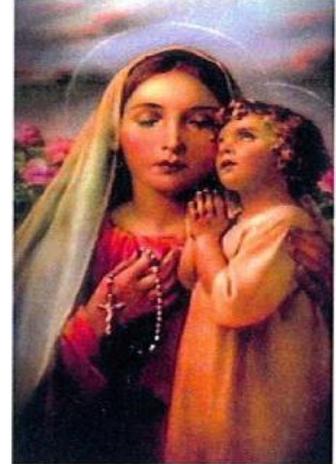
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TOTUS TUUS

"Totally Yours"

INTRODUCTION

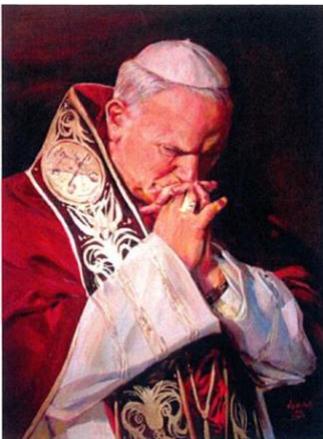
Totus Tuus is a summer Catholic youth program, facilitated by young adult Catholic missionaries, that is dedicated to sharing the Gospel and promoting the Catholic Faith through evangelization, catechesis, Christian witness, and Eucharistic worship. Our week-long Parish Summer Catechetical Program assists parents and parishes in the evangelizing and catechezing of their youth by supplementing the work they are currently doing.



The methodology, structure, content and enthusiasm of Totus Tuus are concerned not only with teaching the Faith, but also igniting the hearts of young people in the parishes so that they may not see the faith simply as a set of rules and obligations that must be followed, but rather a way of life that flows from intimacy with our Lord. The result has been the formation of young adults who continue to dedicate themselves to the Church's mission of evangelization along with many vocations to the priesthood and religious life.

OUR MISSION

The mission of Totus Tuus is to inspire in young people a true longing for holiness, a deep desire for daily conversion and an openness to their vocation. We strive to help young people develop their relationship with Jesus Christ so that there is an intimate friendship whereby he may lead them to the Father in the Holy Spirit.



OUR MOTIVATION

Totus Tuus, a Latin phrase meaning "Totally Yours," was the motto of Pope Saint John Paul II. Taken from St. Louis de Montfort's "True Devotion to Mary" phrase, it signifies our desire to give ourselves entirely to Jesus Christ through Mary. It also expresses our effort to give our all to every young person we encounter. Totus Tuus

reminds us of the tremendous and sometimes difficult call to spend ourselves for Christ while relying on the intercession of his mother, and to preach the Gospel to all nations. Through the Totus Tuus missionaries' example of joy and sacrifice, the youth see that these men and women are on fire with the Catholic Faith and long for the same thing in their lives.

OUR METHOD

Totus Tuus calls upon college students and seminarians from across the United States to say “yes” to giving up their summer and giving themselves to the mission of witnessing a life lived with Christ to young people in the parishes. These young men and women are hired as Totus Tuus missionaries for their energy, enthusiasm, love of the Faith, commitment to spiritual growth, ability to work with a team and a desire to work with youth.

HOW WE DO IT

Teams of four missionaries, two men and two women, travel to a different parish each week, hosting a five-day catechetical program for grades 1-12, similar to “Vacation Bible School.” The week is filled with faith, fun, and friendship. To live out the mission of Totus Tuus, the rhythm of the missionaries’ lives and the Totus Tuus program itself are grounded on five specific pillars.



THE FIVE PILLARS OF TOTUS TUUS

1. The Eucharist

The Eucharist has pride of place in the Totus Tuus schedule, for both the Totus Tuus missionaries and the youth in the parishes. Prayer (the Liturgy of the Hours, the Rosary, the Angelus, the Chaplet of Divine Mercy and Adoration of the Blessed Sacrament) provide the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit” of the daily schedule. We have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous effect on the children. We strive to help the children participate fully and actively in the liturgy and consider this an integral part of our program.

2. Marian Devotion

Totus Tuus missionaries will lead the young people to Jesus for a week; however, Mary will lead them to Jesus for a lifetime. Therefore, Totus Tuus promotes Marian devotion. Meditating and teaching on the mysteries of the Rosary, we come to see how Mary always leads us to her Son. Praying with her and to her, we hear her say to us, “Do whatever He tells you” (John 2:5).

3. Catechetical Instruction

An authentic catechesis, rooted in an orderly and systematic explanation of God’s revelation of Himself through the person of Jesus Christ, provides the foundation of the program’s teaching. Totus Tuus instructs young people in the basic tenets of the Catholic Faith to cultivate both a firm intellectual grounding and a solid relationship with Jesus. All of our teaching aims to help young people grow in the understanding of, strengthen their Faith in, and, most importantly, develop an intimate friendship with Jesus Christ.

4. Vocational Discernment

Totus Tuus strives to foster Christian vocations by encouraging young people to begin discerning God’s call in their life to be married, a priest, a religious or a consecrated single. Totus Tuus missionaries are intentional in creating a space of openness and actively discern God’s will for them. Because they are striving to live an authentic Christian life and are actively discerning their vocation, they can better help the youth to do the same.

5. Fun

Totus Tuus demonstrates that one can be a faithful Catholic and still have fun. Morning “pump up,” silly skits and songs, recess, games, and water fights in the parishes all infuse the element of fun in the program. Life with Christ is a wonderful adventure, and Totus Tuus missionaries strive to live out that joy.

THE TOTUS TUUS CURRICULUM

The Totus Tuus program was founded in Wichita, Kansas and is continuing to spread across the country. The foundation behind what is taught is formed by an authentic catechesis, which is an orderly and systematic initiation into, and explanation of the revelation that God has given of himself to humanity in Jesus Christ.



The Sacred Scriptures and the Catechism of the Catholic Church provide the foundation of the catechetical instruction of the Totus Tuus summer program. Consequently, Totus Tuus has divided the four pillars of the Catechism into a six-year teaching cycle, as well as integrating the four mysteries of the Most Holy Rosary (Joyful, Luminous, Sorrowful, and Glorious). The methodology, structure, content, and enthusiasm of Totus Tuus are concerned not only with teaching the Faith but also setting it on fire within the hearts and lives of our young people.

Year One: The Mystery of Salvation	Joyful
Year Two: The Apostle's Creed	Luminous
Year Three: The Sacraments	Sorrowful
Year Four: The Commandments	Glorious
Year Five: The Virtues and Beatitudes	Joyful
Year Six: Prayer and the Our Father	Luminous



*For more information on the Totus Tuus program itself please visit <https://totustuus.church/> or our diocesan Totus Tuus webpage <http://www.ttofsuperior.com/>.

DAILY SCHEDULE

The following is the normal schedule for use during the week of Totus Tuus. This schedule *can* be adapted. If you would like to make adjustments to the schedule to accommodate any special circumstances in your parish, we ask that you notify Chris Hurtubise (or the intern who will be contacting your parish once the summer has begun) as soon as possible.

GRADE SCHOOL PROGRAM

9:00	Kids arrive*
9:15	Pump-Up
9:25	Class #1
9:50	Snack
10:10	Music prep
10:20	Class #2
10:45	Mass prep/Confessions
11:15	Mass
12:00	Lunch/Recess
12:55	Water break
1:00	Saint Skit
1:15	Class #3
1:40	Break
1:50	Class #4
2:15	Review
2:30	Dismissal, set-up for next day, team meeting

MIDDLE & HIGH SCHOOL PROGRAM

7:30	Youth arrive
7:45	Session #1
8:30	Break
8:45	Session #2
9:30	Night prayer
9:45	Dismissal

*Please note: the children/youth are the parishes' responsibility before and after the Grade School Program and the Middle & High School Program

GRADE SCHOOL PROGRAM

The Grade School Program that Totus Tuus provides is designed for children going into first through sixth grades in the 2020-2021 school year. Totus Tuus does not have the resources to provide a curriculum appropriate for pre-school or kindergarten aged children. However, some parishes run their own pre-school and kindergarten program concurrently. The grade school program runs Monday through Friday.

SPACE & SUPPLIES NEEDED

- One large hall or room for main assembly space such as a gymnasium, cafeteria, gathering space
- 3 smaller rooms used for classrooms (each classroom will be designated for each age group... 1st/2nd grade, 3rd/4th grade, and 5th/6th grade)

It is ideal if the classroom used for 1st/2nd grade has table and chairs to color at as well as floor space to sit while learning

Classrooms for 3rd/4th grade and 5th/6th grade will need chairs but not necessarily tables

- Separate space/room *and* bathroom for the missionaries to use as a “team room” that is preferably spaced away from the other rooms that will be used during the day program
- Church for Mass
- Cafeteria space for lunch each day as well as Wednesday night Potluck
- Outdoor space like a yard or playground for recess
- 3 chalkboards/dry erase boards for each classroom
- Markers/chalk/erasers for each classroom
- Crayons for 1st/2nd grade classroom (coloring books will be provided by Totus Tuus missionaries)
- Name tags
- Hose and wading pools/large trash cans to fill up with water during the Friday water activities (the larger the containers the better!)
- Water balloons for the Friday water activities
- Sundae toppings (chocolate syrup, caramel, whip cream, sprinkles, etc) to be used during the “human sundae” on Friday (see “Friday Afternoon” for more info)
- Water, lemonade, or Kool-Aid for youth to drink throughout the day (at morning snack break, lunch, and after recess)
- Prepared snacks each day during snack break

SNACK & LUNCH

At 9:50am each day of the day program there will be a snack break. We ask that drinks and prepared snacks be provided for the youth (ideas can include: cookies, muffins, bars, crackers, cheese, fruit, veggie, etc).

For lunch, children should **bring a sack lunch** each day. But we ask that drinks, especially water, be provided.

After recess (12:55pm), there will be an additional water break where we ask that drinks, especially water, be provided.



MASS & RECONCILIATION

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the **daily celebration of Holy Mass at 11:15 a.m.** We also suggest that opportunities for the **Sacrament of Reconciliation** be made available every day before Mass, beginning at **10:45 a.m.** This schedule can be adapted to meet the needs and special circumstances of your parish. Please connect with the priest to be available Monday- Friday to celebrate these Sacraments with the youth.



The youth will participate at Mass by serving, bringing up the offertory gifts, and by proclaiming the readings and petitions. Totus Tuus missionaries will lead the youth in a few songs during Mass; therefore, it is not necessary to ask the music director or choristers to be there. 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 or the Stations of the Cross.

HELPERS/VOLUNTEERS

It would be helpful to have a few high school students or adults to assist in the classrooms, especially with the activities in 1st/2nd grade class, to supervise the children during bathroom breaks and during recess, and to assist those who become ill. **There must be a contact person who is present in the building at all times during the day** for any needs that arise as well as at least one other appropriate adult or teen with this person to watch the kids before 9:00 a.m. and after 2:30 p.m. until their parents arrive. All staff and volunteers who have regular or unsupervised contact with minors must meet the "essential three" requirements: Safe Environment, background check and signing of the appropriate code of pastoral conduct.

PARISH POTLUCK SUPPER

The parish is asked to sponsor a potluck supper for the children, their families and parishioners on **Wednesday** evening. The potluck supper should begin at 5:30 p.m. and wrap up around 7:00 p.m. so as to allow time to prepare for the high school class. The day and time can be adapted to meet the needs of each individual parish.

We encourage this to be a parish-wide event. All are welcome even if parishioners do not have children/grandchildren attending Totus Tuus. This gathering gives the team the opportunity to meet with families and other parish members. This is an excellent opportunity to meet parents and for them to get to know the teachers, where they are from, etc. About 6:15 p.m. the team leader will introduce the team and explain a little about the history and mission of Totus Tuus. To close the night, the team will lead the children in some songs for the parents.

FRIDAY AFTERNOON

On Friday, we follow the usual schedule through recess, but then it is modified to allow for the water activities and the "human sundae" in the afternoon. This is what the youth tend to look forward to all week-long!

The water activities and "human sundae" are scheduled to occur after recess on Friday. At 1:00pm the Totus Tuus missionaries will gather the youth in the main gathering



space to explain the “rules” of the afternoon. They will then walk the youth outside to the space that will be used for the afternoon water activities (can be held in a nearby park or recreation area, or just in a large, open area on your church grounds). The missionaries will begin by facilitating the “human sundae.” This is the favorite activity of the week and involves one of the Totus Tuus missionaries allowing the youth to pour sundae toppings (such as chocolate syrup, caramel, whip cream, sprinkles, etc) on top of their heads. The parish is asked to provide the sundae toppings or you may ask each of the youth to bring a sundae topping with them on Friday.

After the “human sundae” the Totus Tuus missionaries will facilitate the water activities which includes water balloon-toss and a water fight with buckets and squirt guns. We ask the parish to provide water balloons, hoses, and wading pools/large garbage cans that can be used to refill squirt guns. The youth will be asked to bring their own squirt guns and buckets to use during the water activities. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon. Some parishes have asked the local fire department to send a truck and join in the water fight, adding a considerable amount of water (and fun), but which is completely optional.

Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students come wearing something that can be ruined; they will not be allowed to change clothes. The Totus Tuus missionaries 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 is closed, as is every day, with song and prayer.



Additional note: some parishes like to take this opportunity to have a “cook out” (usually hot dogs and chips) for lunch on Friday afternoon rather than the youth bringing their own lunch. This is completely optional.

MIDDLE & HIGH SCHOOL PROGRAM

The Middle & High School Program that Totus Tuus provides is aimed for youth going into seventh through twelfth grades in the 2020-2021 school year. The Middle & High School Program runs Sunday evening through Thursday evening.

The Totus Tuus Middle & High School Program consists of fellowship, prayer, instruction, and small group discussions. The focus is relational ministry-- the Totus Tuus missionaries

prioritize investing in the youth and building relationships with them first through fellowship and fun. The week is devoted to inspiring the youth to commit to a life as a disciple of Christ, equipping them with tools and necessary habits through various instruction sessions and opportunities for prayer throughout the week, ending with a “fun night” Thursday evening.



There must be a contact person who is present in the building during the evening for any needs that arise.

SCHEDULE

The Middle & High School Program **starts on Sunday and concludes on Thursday evening**. Each evening runs from 7:30pm until 9:45pm. The program schedule for the middle and high school students is not as rigid and structured as the day program for the elementary school students so as to allow greater freedom to invest in relationships with the youth. Below are the general themes for each evening of the week. Each evening ends with praying Night Prayer from the Liturgy of the Hours as a group.

Each evening looks a little different as the schedule below demonstrates. Each evening we ask that the parish provides snacks and drinks for the youth.

Sunday-- recreation/fellowship & instruction/small groups on curriculum for the year

Monday-- recreation/fellowship & instruction/small groups on curriculum for the year

Tuesday-- adoration & confession night

Wednesday-- vocation & apologetics night

Thursday-- fun night!!

SPACE & SUPPLIES NEEDED

- One large hall or room for main assembly space such as a gathering space, cafeteria, youth group room (can use same space as Grade School Program space)
- 2-4 classroom spaces to break off into small group discussions (can use same classrooms as Grade School Program classrooms)
- Church for Tuesday night adoration & confession as well as prayer at the end of each night
- Outdoor space for recreation time
- Chalkboard/dry erase board
- Chalk/markers/eraser
- Name tags
- Bibles, rosaries, and/or other prayer materials for Tuesday night adoration & confession
- Prepared snacks/drinks for break each evening
- Anything that you may need for the Thursday “fun night” (see “Thursday Fun Night” for more info)

ADORATION & CONFESSION

On Tuesday evening, the youth adore Christ face-to-face during exposition of the Blessed Sacrament. During the same time, the youth are encouraged to receive the Sacrament of Confession. Thus a priest(s) will be needed from 8:30-9:30 p.m. If your parish has many young people involved in the program, the pastor may find it helpful to invite additional priests to assist.

THURSDAY FUN NIGHT

On Thursday evening, the last night of the Middle & High School Program, the Totus Tuus missionaries will spend time in fellowship with the youth. Activities for Thursday evening may include anything that allows the Totus Tuus missionaries and youth to interact on a social basis. In the past, many parishes have hosted a cook out and campfire with smores/snacks and games at a local parishioners house. Other ideas include:

bowling, going to a lake (please be aware of modesty

guidelines regarding swimwear), sand volleyball, etc. If the activity is off-site, the youth are to provide their own transportation; Totus Tuus will not be responsible for transportation.



THE TEAM

Each of the Totus Tuus teams will consist of two men and two women. The missionaries are chosen based upon their commitment to the Catholic faith, desire to teach the faith, love of children, energy and enthusiasm, and for their leadership abilities. In order to run a week of Totus Tuus smoothly, the missionaries adhere to a well defined schedule which has as its foundation and backbone a structured prayer life.



ARRIVAL/SET-UP

You can expect a call from the Totus Tuus team leader the week prior to Totus Tuus happening in your parish (usually the Monday or Tuesday before Totus Tuus week in your parish). The purpose of this call is to check-in with the parish to make sure that everything is in place for Totus Tuus to begin and that all questions are answered. Please refer to the Parish Coordinator Checklist at the end of the handbook during this call.

The team arrives the Saturday afternoon/evening prior to the week of teaching. The Totus Tuus missionaries will be available to speak at the parish Masses that weekend. This is an excellent opportunity to publicize the coming week with a brief announcement about Totus Tuus. Often this announcement will help bring in more youth to participate in the week's program.

The parish contact and pastor (if available) should meet for a formal meeting and tour of the space on Saturday evening. The team will set up the space and classrooms on Sunday afternoon. Due to the early morning and late night scheduling of events, parishes have found it more convenient to provide the Totus Tuus team leader with a copy of the facility keys. Please make arrangements with the Totus Tuus team leader concerning who will have facility keys for the week. If you choose not to do this, please make sure the team leader knows who will have facility keys for the week.

HOUSING

Because the Totus Tuus missionaries are "out on the road" we ask that the parishes provide sleeping arrangements through "host families" the Saturday afternoon/evening the Totus Tuus missionaries arrive through the next Saturday morning they depart. The team needs two "host homes," one for the men and one for the women. **Men and women are to be housed separately.** Each "host home" will need to provide:

- Separate beds for the missionaries
- A bathroom that will not be used by minors
- Breakfast each morning Sunday- Saturday ready around 7:30am

Breakfast does not need to be anything fancy or requiring effort... cereal, fruit, granola bars or toast is sufficient.

- Lunch on Sunday (unless the parish has other plans to provide lunch for missionaries)

Due to Safe Environment concerns, please choose host families that do not still have children at home.

It is easier for the team and the parish if the host homes are close to the parish and to each other. Each team will provide their own transportation to and from the parish so host families do not need to worry about providing transportation.

MEALS

Please plan to provide all of the team's meals while the team is at your parish. The intern will send out a list of food allergies to each parish while the missionaries are at their Totus Tuus training the first week of June to make sure the parish/parish families are aware of what to avoid when serving them meals.

LUNCH:

- Sunday-- lunch on Sunday may be provided by the host families unless the parish would like to take the missionaries out for lunch. If a family wishes to give the missionaries an adventure / recreation on Sunday after mass, we ask to give them some time first to set up the classrooms and prepare for the week.
- Monday- Friday-- the team will eat lunch with the youth during the Grade School Program. Lunch is at noon and should be provided by the parish or a parish family. Volunteers assisting in the

kitchen can prepare the lunch or the team can fix sandwiches from food brought in. Buffet style works best.

DINNER:

- Saturday of arrival-- dinner should take place after the Saturday evening masses. It would be ideal if the parish coordinator 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 have them for dinner.
- Sunday- Friday* (Excluding Wednesday night because of the parish potluck dinner. If the parish decides not to host a potluck, please be sure that a family is lined up to host the team for dinner)-- dinner during the week should be provided at 5:30pm. 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 at their home, have food brought in, or take the team out. The team will leave the family's home no later than 7:00pm to return to the parish for the Middle & High School Program.

*Providing dinner for the missionaries on Friday night is optional. The missionaries are informed during training that they are to provide their own dinner Friday night. However if there is a family or the pastor would like to host dinner for the missionaries on Friday night, they may do so.

WEEK AT A GLANCE

While Totus Tuus keeps a rigorous schedule, during the course of the week there are slight deviations to the typical daily schedule that are intentionally built into the program. The following gives a brief glance at the week's major events. Some highlights are below:

SATURDAY

- Team arrives in afternoon
- Tour of Parish's Facilities
- Team speaks at evening Mass
- Meet with Parish Coordinator and/or Pastor
- Meet with Host Families providing housing for the week

SUNDAY

- Team speaks at all Masses for the weekend
- Set up of the Parish's Facilities
- Junior & High School Night Program Begins

MONDAY

- Grade School Program Begins

TUESDAY

- Adoration & Confession Night for Junior & High School Night Program

WEDNESDAY

- Parish Potluck Dinner (optional)

THURSDAY

- Fun Night for Junior & High School Program
- Junior & High School Program Ends

FRIDAY

- Friday Water Activities/Human Sundae for Grade School Program (no afternoon classes)
- Grade School Program Ends

SATURDAY

- Team Departs (may depart on Friday evening depending on schedule)

PARISH INVOLVEMENT

The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved. We have already mentioned the need for volunteers to help during the day program and host families to house and feed the team during the week. We also have an opportunity for intercessors. Ask the regular Adorers, daily Mass goers, the Knights of Columbus, parish staff, or anyone you can think of to commit to daily or weekly prayer for the missionaries, 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.

Hosting the Totus Tuus program provides a beautiful opportunity to give a boost to your parishes' ministry; however, the Totus Tuus program itself cannot cultivate the seeds that may have been planted in the hearts of the students as the missionaries will be gone after a week. The lasting fruit of the Totus Tuus program will come from continual investment in the students through sustaining relationships in the parish. Use this week to invite well-formed young adults, catechists, and young couples to volunteer during the programs so as to build mentoring relationships with the students.

PARISH COORDINATOR CHECKLIST

The coordinator is the contact person between the Totus Tuus program and the parish. By following the Checklist (see below) the coordinator makes sure that housing, food, advertising, facilities, Mass schedule and volunteers are in place before the Totus Tuus team arrives. The coordinator is asked to be on site for the week that Totus Tuus is there, from 8:30am to 3:30pm, Monday through Friday as well as 7:00pm to 10:00pm, Sunday through Thursday.

ARRIVAL/ MASS SCHEDULE

The team arrives the Saturday afternoon prior to the week of teaching. The Totus Tuus missionaries will be available to speak at the parish Masses that weekend. The parish contact and pastor (if available) should also meet for a formal meeting and tour of the space on Saturday evening.

- Time the Totus Tuus missionaries will arrive at: _____

- Times of Masses the Totus Tuus missionaries will be speaking at:
 - Saturday evening Mass time/location: _____
 - Sunday morning Mass times/locations: _____

- Time the parish contact and pastor (if applicable) will meet with team for formal/meeting tour: _____

- Will the Totus Team be given a set of keys/ fob/ building code? Or will someone be there to have everything unlocked ahead of time? _____

HOUSING

Host families are asked to provide sleeping arrangements, a morning continental breakfast, and possibly lunch on Sunday, depending on the plans of the parish. The team will need housing from the Saturday afternoon they arrive through the next Saturday they depart.

- Housing for Men with whom: _____
 - Phone Number: _____
 - Address: _____

- Housing for Women with whom: _____
 - Phone Number: _____
 - Address: _____

MEALS

Please plan to provide all of the team's meals while they are in your parish. The missionaries eat lunch with the youth during the Grade School Program. Lunch should be ready by noon. Please arrange for families in the parish to invite the team to dinner. Dinner should be at 5:30. The families may prepare and serve the meal, have the food brought in, or take the team out to eat, whichever the family prefers.

- Providing lunch:
 - Sunday: _____
 - Monday: _____
 - Tuesday: _____
 - Wednesday: _____
 - Thursday: _____
 - Friday: _____

- Providing dinner:
 - Saturday (preferably parish contact and/or pastor): _____
 - Address: _____
 - Sunday: _____
 - Address: _____
 - Monday: _____
 - Address: _____
 - Tuesday: _____

- Address: _____
- Wednesday (not applicable if parish is hosting Potluck): _____
 - Address: _____
- Thursday: _____
 - Address: _____
- Friday (optional): _____
 - Address: _____

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 church, or make announcements at Mass.

- Announcements in the Sunday bulletin (We suggest that you give a 2-3 month notice.)
- Registration for Totus Tuus Program (you may need to do this on several weekends.)

SPACE & SUPPLIES NEEDED

Checklists found in the Grade School Program and Middle & High School Program section (pgs. 8 & 13).

GRADE SCHOOL PROGRAM MASS

Totus Tuus encourages the celebration of Holy Mass every day. 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 or the Stations of the Cross.

- Please inform the parish priest of the following (these times can be adjusted by the priest, but please let the missionaries know if there has been any change):
 - Confession schedule at 10:45 am, Monday - Friday.
 - Mass at 11:15am, Monday - Friday.
 - Eucharistic Adoration and Sacrament of Reconciliation for Middle & High School Program at 8:15pm Tuesday evening.

- Invite parishioners and parents to attend Holy Mass (bulletin and/or mass announcement).

VOLUNTEERS

We ask that a few volunteers be present throughout much of the day. Although the exact number will depend upon the number of participants, there should be at least one adult on site at all times children are present.

Although volunteers are welcome the whole day, they are most needed between 9:30 and 1:30 pm for lunch and breaks. Extra help is needed in the first and second grade classrooms as well.

COST

Below is the cost to a parish for hosting a team and the **maximum** number of youth the team will handle. This cost includes the mileage fee. The amount the parish charges the participating youth is entirely up to the parish itself. We recommend around \$10-\$20.

Number of Teams	Max. Youth Served	Cost
1 team (4 persons)	90 youth	\$2,200

PAYMENT SCHEDULE

1. **Deposit:** Each parish must pay a deposit fee of \$700 to reserve a date and the team. This fee must be mailed at the same time as the Parish Registration Form and be sent in by August 30th. After this date the deposit will be non-refundable. A letter of confirmation will be sent to each parish detailing the scheduling information. Parishes will be scheduled on a first come first served basis.

If your parish has to cancel Totus Tuus after May 1st, all payments made prior to this point cannot be refunded unless an alternate parish can be scheduled for the team in that week's slot.

2. **Balance:** Parishes are asked to remit the balance to the Diocese of Superior on or before May 30th. Make checks payable to the Diocese of Superior.

Mail payments to: Bishop Hammes Center

315 W. 5th St.

P.O. Box 280

Haugen, WI 54841