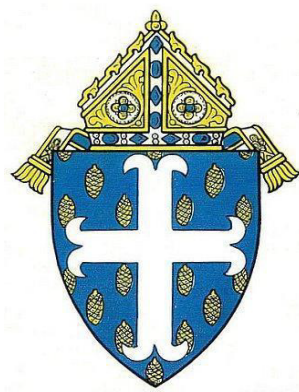




# TOTUS TUUS

PARISH COORDINATOR GUIDE



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Dear Totus Tuus Parish Coordinator,

Thank you for coordinating Totus Tuus at your parish! It was so wonderful to continue the Totus Tuus program last summer, and we are very excited to move forward with the program with the hope of making the coming year even more successful.

This packet is for Parish Coordinators who are designated by the pastor as the primary contact and coordinator for Totus Tuus. **It is a long document, but we urge you to please read through the following pages very carefully so that you know what to expect and how to prepare.** Included with this guide you will also find forms, checklists, and flyers to help you with your parish preparation. If you are new to Totus Tuus, please read the “Totus Tuus Program Overview,” an introductory document available at <https://portlanddiocese.org/vocations/documents-and-forms> before you continue reading. Table of contents:

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If you have questions or ideas about the Totus Tuus Program or need to communicate with anyone on the Totus Tuus Team, please reach out to the Program Coordinator, Linda Freese. Again, thank you for your efforts and know of our gratitude and prayers!

Linda Freese Program Coordinator  
[linda.freese@portlanddiocese.org](mailto:linda.freese@portlanddiocese.org)  
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## THE RESPONSIBILITIES OF A TOTUS TUUS PARISH

Totus Tuus is an action-packed week of teaching, praying, and recreation for young people in your parish. The best way to describe the program is that it is a parish mission for children and teens. During the week your parish has scheduled Totus Tuus programming, a 4-person teaching team will be on site at the parish over 12 hours a day to lead times of prayer, catechesis, and recreation. The team is trained to carry out this important work but cannot do their work without the collaborative support of the parish. This Parish Coordinator Guide spells out what that collaborative support looks like in very concrete terms. It falls primarily into five areas:

- Program Promotion and Financial Assistance
- Registration and Safe Environment
- Facility Management
- Hospitality for Teaching Team and Participants
- Liturgy

The particular responsibilities in each area are explained in great detail in the following pages.

**It is important to note that when hosting Totus Tuus, the parish is responsible for the welfare and oversight of the children, youth, and volunteers who will be participating in the program.**

**In order for Totus Tuus to function smoothly in the parish, it is critical that the designated Parish Coordinator diligently carry out the preparations and responsibilities as outlined in this document. Please read the following pages carefully. Any questions, concerns, or possible oversights should be immediately brought to the attention of the Totus Tuus Program Coordinator, Linda Freese. Thank you!**

## FINANCES

Though Totus Tuus programming is primarily funded through the Office of Vocations, parishes also contribute substantially to the program through financial assistance to low-income families, and through the costs associated with hosting the program. Parish Coordinators are encouraged to seek out volunteers to supply the various meals and supplies needed for the program so that the parish does not incur additional expenses and so that more parishioners can be involved in Totus Tuus. The basic financial/hospitality commitment of the parish is as follows:

- Financial assistance for low-income families. The parish is responsible for raising and/or allocating all funds dedicated to offsetting the cost of Totus Tuus for low-income families. As outlined in the registration support section, the Parish Coordinator is responsible for collecting and documenting the receipt of all financial assistance funds, providing information to participating families about how to request such assistance, and for ensuring that assistance funds are transferred to the Office of Vocations in a timely manner at the conclusion of the program.
- Facilities and consumables for those facilities used during the program. This includes supplies needed to maintain the cleanliness and proper functioning of all meeting rooms, classrooms, bathrooms, kitchen and food service locations, church, and sacristy used during Totus Tuus.
- Teaching team hospitality. The parish is responsible for the room and board of the teaching team during their entire stay – from Saturday evening through Friday afternoon. Parishes are

asked to find host families and volunteers to provide lodging and most meals. The Pastor should plan to host the Teaching Team for dinner with Parish Coordinator and other invited parish volunteers on Saturday night, and to provide a gift certificate or other funds for the Teaching Team to eat out together on their own Tuesday evening.

- Wednesday evening parish supper. The parish is asked to host or to delegate a local Catholic organization to host a dinner for Totus Tuus families and other parishioners on the Wednesday night of the Totus Tuus week. Often groups such as the Knights of Columbus or other parish organizations are happy to organize and fund this meal. Due to the Covid-19 pandemic, if this parish supper is not a possibility, please reach out to Linda Freese to discuss alternatives to this event.
- Basic Totus Tuus program supplies. The parish is asked to purchase or provide a limited number of supplies indicated later in this guide for the week of Totus Tuus programing. Items include colored pencils, markers, construction paper, etc.
- Additional parish staff and office expenses. During the week of Totus Tuus, parish staff may be needed to work additional hours and will require additional office supplies to provide adequate program support. The parish is responsible for ensuring that all staff are compensated appropriately and for purchasing needed office supplies.
- Parish volunteer and Teaching Team recognition and appreciation. The parish is responsible for any gifts of appreciation and recognition given to volunteers and Totus Tuus Teaching Team members. Each member of the Totus Tuus Teaching Team receives a stipend for their work over the summer and all mileage costs are reimbursed, so parishes are not expected to compensate members of the team. However, recognition and appreciation for parish volunteers is encouraged, and certainly small tokens of appreciation for the Totus Tuus team are acceptable.



## THE TOTUS TUUS WEEK AT A GLANCE

**SATURDAY:** Teaching Team arrives at the parish after the 4pm Mass to meet with the Pastor, Parish Coordinator, and host families. Spends first night with host families in the parish.

**SUNDAY:** Members of the team travel around the parish to speak at selected Masses about the upcoming program. That afternoon, the team sets up and prepares. The High School Totus Tuus program begins on Sunday evening. It runs from 7:30pm – 9:30pm and will continue through Thursday evening.

**MONDAY-FRIDAY:** The 1<sup>st</sup>- 8<sup>th</sup> grade portion of the Totus Tuus program begins. It runs from 9:00am – 3:00pm daily through Friday. The first half of Friday is a normal day and the second half is water fun and other activities. The Totus Tuus team departs on Friday afternoon.

**WEDNESDAY EVENING:** At 5:30pm, the parish hosts a supper which is open to participants and the whole community. This is an opportunity for the parents and parishioners to get to know the Totus Tuus team and to hear a few songs from the kids.

### SCHEDULE OVERVIEW

<b>Saturday (Host Family)</b>	<b>Sunday (Host Family)</b>	<b>Monday (Host Family)</b>	<b>Tuesday (Host Family)</b>	<b>Wednesday (Host Family)</b>	<b>Thursday (Host Family)</b>	<b>Friday</b>
	Team Speaks at All Masses	9:00 AM – 3:00 PM Children’s Programming	9:00 AM – 3:00 PM Children’s Programming	9:00 AM – 3:00 PM Children’s Programming	9:00 AM – 3:00 PM Children’s Programming	9:00 AM – 3:00 PM Children’s Programming
	Afternoon team access to parish facilities for program prep.	11:00 AM Confessions 11:30 AM Mass	11:00 AM Confessions 11:30 AM Mass	11:00 AM Confessions 11:30 AM Mass	11:00 AM Confessions 11:30 AM Mass	11:00 AM Confessions 11:30 AM Mass
Team Arrives in the afternoon.	12:00 PM Team Lunch provided by Parish Family	12:00 PM Team Lunch provided by Parish Family	12:00 PM Team Lunch provided by Parish Family	12:00 PM Team Lunch provided by Parish Family	12:00 PM Team Lunch provided by Parish Family	12:00 PM Team Lunch provided by Parish Family
Dinner with Pastor and Parish Coordinator	5:30-7:00PM Dinner with Parish Family	5:30-7:00PM Dinner with Parish Family	5:30-7:00PM Team Dinner	5:30-7:00PM Parish Supper	5:30-7:00PM Dinner with Parish Family	Team Departs in the afternoon
Evening Meeting with Parish Volunteers	7:30 PM- 9:30 PM Team Programming	7:30 PM- 9:30 PM Team Programming	7:30 PM- 9:30 PM Team Programming (Adoration & Confession)	7:30 PM- 9:30 PM Team Programming	7:30 PM- 9:30 PM Team Programming (Fun Night)	

## DAILY SCHEDULE

The following is the standard schedule for use during the week of Totus Tuus. If you believe it will be necessary to adjust the schedule to accommodate any exceptional circumstances in your parish, we ask that you notify the Totus Tuus Program Coordinator, Linda Freese, as soon as possible. The Totus Tuus team may adjust the schedule during the week but will not change mealtime or Mass time without first confirming with the Parish Coordinator.

### TEAM ONLY

7:00 am	Rise
7:30 am	Breakfast
8:00 am	Morning Prayer (Lauds) and Rosary

### 1st - 8th GRADE PROGRAM (Youth and Team)

9:00 am	INTRODUCTION
9:15 am	Warm-up/Songs
9:30 am	CLASS PERIOD 1
10:00 am	Snack Break
10:15 am	Music Preparation for Mass
10:30 am	CLASS PERIOD 2
11:00 am	Mass Preparation/Confessions
11:30 am	MASS
12:15 pm	Lunch-Recess
1:15 pm	Cool Down-Water Break
1:30 pm	CLASS PERIOD 3
2:00 pm	Break
2:10 pm	CLASS PERIOD 4
2:40 pm	Gather, Review and Closing Prayer
3:00 pm	DISMISSAL

### TEAM ONLY

3:15 pm	Clean-up/Set-up for next day/Team Meeting
3:30 pm	Evening Prayer (Vespers) and Chaplet of Divine Mercy
4:00 pm	Team Recreation
5:30 pm	Supper

### HIGH SCHOOL PROGRAM (Youth and Team)

7:30 pm	Introduction/Ice Breakers
7:45 pm	SESSION 1
8:10 pm	SESSION 2
8:35 pm	SESSION 3
9:00 pm	Break
9:15 pm	Night Prayer (Compline)
9:30 pm	DISMISSAL



## REGISTRATION, PAYMENTS AND FINANCIAL ASSISTANCE

The Office of Vocations has structured Totus Tuus in the Diocese of Portland so as to remove as much of the financial and documentation burden of the program from local parishes as possible.

The Office of Vocations completely funds the training and transportation costs of the Totus Tuus Teaching Team for the Summer. Furthermore, the Office of Vocations funds the registration website and production of promotional and registration materials for the program each year.

The cost of Totus Tuus is \$65.00 per participant with a maximum cost of \$130.00 per family.

All registration and payment for the Totus Tuus program is conducted online through the Totus Tuus website: [www.portlanddiocese.net/totus-tuus](http://www.portlanddiocese.net/totus-tuus) Payment for the Totus Tuus program is integrated into the registration process, allowing families to submit payment with a credit card. Registration opens in February and continues throughout the summer.

Any questions or challenges in registering families should first be directed to the local Parish Coordinator, who should then contact the Office of Vocations if he or she is not able to resolve the difficulty.

The Totus Tuus Program Coordinator will work with the Parish Coordinator to ensure that he/she has online access to the complete parish registration and payment database in the months leading up to Totus Tuus, providing needed training and support. The Parish Coordinator will be assisted in every way to ensure that all information contained in the online database is accurate.

### THE REGISTRATION PROCESS

**ONLINE REGISTRATION (WITH CREDIT /DEBIT CARD PAYMENT):** For families with access to the internet and the ability to pay with a credit / debit card, online registration is preferred. Families may access the online registration form themselves at the Totus Tuus website, filling out information for each participant, and pay with a credit / debit card as directed via Square. A family who registers online will receive an electronic copy of the Medical/Liability Release Form in their email. They should print this, fill it out, and bring it with them on the first day of Totus Tuus.

**REGISTRATION THROUGH THE PARISH COORDINATOR:** If a family is unable to access the internet OR is unable to pay with a credit / debit card, they may register through the Parish Coordinator. It is the responsibility of the Parish Coordinator to register the family online and accept a hard form of payment, either check or cash. All check payments should be made out to the parish at which the family is registering. The Parish Coordinator must also provide these families with a hard copy of the Medical/Liability Release Form, to be collected at that time or on the first day of Totus Tuus.

**REGISTRATION REQUIRING FINANCIAL ASSISTANCE:** If the parish is able to provide financial assistance for needy families wishing to participate in Totus Tuus, the Parish Coordinator is responsible for overseeing the distribution and record keeping of all financial awards. In parishes



offering financial assistance, families asking for such assistance must register through the Parish Coordinator, rather than online. The Parish Coordinator, when submitting registration information online, must ensure that the scholarship amount is documented. The parish is responsible for submitting payment for the total amount of scholarship funds to the Office of Vocations within two weeks of the conclusion of the parish's Totus Tuus session.

**DAY-OF REGISTRATIONS:** It is not uncommon for families to register participants for Totus Tuus at the start of the week. Therefore, it is necessary that the Parish Coordinator be present for Totus Tuus drop off on Sunday evening and Monday morning in order to oversee all last-minute adjustments, cancellations, and additions online, as well as to collect and properly file the required Medical/Liability Release Forms. Ideally, on the first day of Totus Tuus, the parish will be able to provide laptops with internet access for families to register online, as well as hard copies of the registration form, which will be later input online by the Parish Coordinator. Please note that all families registering day-of must be provided a hard copy of the Medical/Liability Release Form to be filled out and collected at the time of drop off; students will be unable to participate in Totus Tuus unless this form is submitted.



Please note, in all registration circumstances, the Parish Coordinator is responsible for overseeing the collection and record keeping for all Totus Tuus registration payments. The parish is responsible for submitting payment for the total amount of registration costs completed either in person by check or cash, or in the form of financial assistance. The parish should submit payment to the Office of Vocations within two weeks of the conclusion of the parish's Totus Tuus session. The check submitted by the parish should be made out to the "Office of Vocations" and mailed to the following address:

Roman Catholic Diocese of Portland  
Office of Vocations  
510 Ocean Avenue  
Portland, ME 04103

Refunds will not be given except in very exceptional circumstances. Requests for refunds should be made directly to the Office of Vocations, not to the Parish Coordinator.

## PROGRAM PROMOTION

Effective and robust promotion at the parish level is critical to ensuring the success of Totus Tuus. The parish is asked to carry out the following important promotional efforts in the months and weeks leading up to Totus Tuus:

Parish priests are asked to meet with the parish coordinator and Catholic school principals, faith formation staff, and youth ministers to announce the new program and to enlist their help in promoting and supporting it.

On a given weekend in the early spring, parish priests are asked to announce the Totus Tuus Program at all parish Masses. A possible script for this announcement is included in this packet. It is very important that the local clergy speak about their excitement and support of the program and encourage all families to participate and to volunteer their time if possible.

The Parish Coordinator will receive posters and flyers from the Totus Tuus Program Coordinator in the Spring and is responsible for ensuring that they are distributed throughout the parish and neighboring parishes in a timely manner. In particular, promotional posters and fliers should be distributed throughout every local Catholic church, local Catholic schools, youth ministry groups, faith formation programs, Catholic scouting groups, homeschooling groups, and any other Catholic groups for children and youth located in the parish. Posters may also be placed in any public areas that allow, such as community centers, hospitals, schools, day cares, gyms, workplaces, etc.

The Parish Coordinator works with local parish staff to ensure that announcements are placed in bulletins, on parish websites, on social media, and in any other publications or parish communication channels possible.

The Parish Coordinator makes himself/herself available as a local resource and contact for parish staff and families with questions about the program schedule, registration, or other questions related to Totus Tuus.

## CHILD AND YOUTH DOCUMENTATION AND SAFE ENVIRONMENT

The Parish Coordinator is responsible for coordinating with the Totus Tuus Program Coordinator and Office of Vocations during the registration period in order to determine the number of children and youth who have registered for the program and to make proper preparations and arrangements to accommodate them. To facilitate this coordination, the Office of Vocations will furnish the Parish Coordinator with access to the online registration list for his or her parish. This will allow the Parish Coordinator to add new registrations up to and throughout the week of Totus Tuus.

### PARTICIPANT ROSTERS

On Sunday afternoon of the first day of Totus Tuus, the Parish Coordinator prints out hard copies of the Parish Registration Roster\* and Class Rosters\*.

During initial check-in, the parish coordinator ensures that the information for all the participants with day of registrations is manually entered into the spaces provided on the Parish Registration Roster and the individual Class Rosters. For the rest of the week, the Parish Coordinator or lead volunteer is responsible for signing in all child and youth participants on the Parish Registration Roster when they arrive. Since the Parish Registration Roster includes emergency contact numbers and attendance each day, it is to be kept onsite and accessible at all times.

**The attendance information provided on the Parish Registration Roster is critical to the future planning for Totus Tuus in our diocese. The Parish Registration Roster must be returned to the Office of Vocations within 2 weeks of the conclusion of the parish session.**

\*These forms will be made available to Parish Coordinators digitally.

## INITIAL CHECK-IN AND LAST-MINUTE REGISTRATIONS

**At check-in on the first day, the Parish Coordinator is responsible for ensuring that a Medical/Liability Release Form\*\* is received from each family of participating children and youth.** If a Medical Liability/Release Form is not received, the children or youth may not participate.

It is recommended that blank forms be kept on hand on Sunday evening and Monday morning for those who may have forgotten. The Parish Coordinator must ensure that the forms are properly filled out and signed. Forms must be kept in a secure, accessible location throughout the duration of the Totus Tuus Program should an emergency arise.

The Parish Coordinator is responsible for providing a parish emergency contact phone number to all participating families, should they need to reach their children during the day.

The Parish Coordinator is responsible for ensuring that a properly filled out and signed Transportation Permission/Release Form\*\* is received from parents or legal guardians for any special transportation arrangements made for their children, and that all forms are filed in a secure and accessible location. No participating child or youth is to be released from parish supervision into the hands of a non-parent or out on their own UNLESS such arrangements are specified in a Transportation Permission/Release Form signed by a parent or legal guardian. Totus Tuus teaching teams are not responsible for ensuring that parish participants have arrived at the parish or have been picked up by parents/guardians; this is the parish's responsibility.

Parish Coordinators are responsible for effectively monitoring the grounds and facilities where Totus Tuus is being carried out, ensuring that children and youth are where they are supposed to be and that appropriate doors are secure. Small children should go to the bathroom as a class or be accompanied by two adults when alone, per diocesan protocol. Children should never be allowed to wander the halls unaccompanied, or to leave the campus at any time.

\*\*These forms are included in this packet and should be copied as needed.

## PARISH VOLUNTEER RECRUITMENT AND ORGANIZATION

The Parish Coordinator is responsible for recruiting parish volunteers to assist with the Totus Tuus program well in advance, and for all communication with all volunteers. Names and contact information of parents who indicate interest in volunteering during the online registration process will be forwarded by the Totus Tuus Coordinator or other staff to the Parish Coordinator. It is the Parish Coordinator's responsibility to reach out to all potential volunteers, assign specific responsibilities, cover for any last-minute changes, and serve as the primary volunteer contact.

The Parish Coordinator is asked to provide a list of parish volunteers to the Totus Tuus Program Coordinator two weeks in advance of the start of the program (the Parish Volunteer Information Form is provided for this use.) An appropriate number of adult parish staff members and/or volunteers need to be present daily to oversee morning check-in and afternoon check-out, monitor and assist the teach teaching team during with needs that arise throughout the morning and early afternoon, for general assistance and oversight during evening youth sessions, and to otherwise be available as needed. The exact number of volunteers needed will vary, depending on the number of child and youth participants and the number of parish staff available at each location. A list of volunteers, their contact information, and their responsibilities should be provided to the Teaching Team when they arrive at the parish on Saturday so that they can coordinate effectively.

The Parish Coordinator is responsible for ensuring that all volunteers for Totus Tuus, other than members of the Teaching Team, have completed required VIRTUS safe environment training and background checks, and for ensuring that only these approved volunteers are in the presence of child and youth participants over the course of the week. The only exception to this rule is for adults attending Mass at 11:30am and family members attending the supper on Wednesday evening. Adult volunteers must be 21 years or older for purposes of determining appropriate adult to minor ratios (see volunteer recruitment checklist).

Teen helpers are encouraged to assist with the morning and afternoon sessions. The Parish Coordinator must keep a list of all teen helpers, assign them particular responsibilities over the course of the week, and ensure that they are fulfilling their responsibilities. It is not the responsibility of the Teaching Team to oversee or discipline teen volunteers. Teen volunteers are not to be treated like adults. Youth younger than 18 years of age are welcome to help with Totus Tuus, but there must always be at least one VIRTUS trained adult present along with the team. They must register and submit Medical/Liability Release Forms in order to participate in Totus Tuus and may not leave campus without proper parental permission.

The Parish Coordinator is responsible for working with the Teaching Team to properly thank volunteers for their service over the course of the week.

## FACILITY MANAGEMENT

The Parish Coordinator is responsible for ensuring that all needed facilities are scheduled well in advance of Totus Tuus in all parish calendars and that any affected parties are properly notified. The Parish Coordinator must also ensure that facilities are in good working order and that bathrooms, classrooms, and parish halls are clean and ready for use. Since it can get quite warm in the summers even in Maine, air conditioners and/or fans should be provided if available - especially for classrooms.

In order for the 1<sup>st</sup>-8<sup>th</sup> grade program to run smoothly, the Teaching Team asks for one large hall or room for their main assemblies. (This same room can be used as a lunchroom if necessary.) The youth will be divided into four groups by classes requiring 4 separate classrooms. For the 1<sup>st</sup> and 2<sup>nd</sup> grade classroom, it is ideal to have an empty space near the board for the children to gather, as well as tables set up with chairs for their activities. Also, for the 1<sup>st</sup> and 2<sup>nd</sup> grade classroom, crayons and paper will be needed. All classrooms should have a dry-erase board or newsprint, an image of the Blessed Mother, a crucifix, and other sacred images. The Church should be reserved for daily Confessions and Mass. The following facilities are required for Totus Tuus and should be reserved well in advance:

### Church or Chapel Space and Sacristy

- 11:00am: Confessions, Monday - Friday
- 11:30am: Daily Mass, Monday - Friday
- 8:00pm - 9:30pm: Adoration and Confession, Tuesday
- 2:00 - 3:00pm: Tour of Church, Wednesday

### Snack/Dining Room and Kitchen Facilities (cap. 150+ people)

- 8:00am - 3:00pm, Monday - Friday.
- 12:00 - 7:00pm, Wednesday afternoon and evening in preparation for the evening Parish Supper.

### Large Activity Room (cap. 100+ people)\*Can be the Snack/Dining Room if needed.

- 8:00am - 3:00pm, Monday - Friday.
- Should have a large, open space for activities, small number of chairs for adults. If a second large room is not available, the snack/lunch room can be used.

### High School Youth Room. (cap. 25+ people)

- 7:00pm - 10:00pm, Sunday - Thursday
- It is helpful if the room has a dry-erase board or newsprint, bibles and 5 - 7 votive candles and an image of the Virgin Mary.

### 4 Classrooms (cap. 20+)

- 8:00am - 3:00pm, Monday - Friday.
- Each classroom should accommodate 20+ students with chairs.
- Classrooms should be equipped with dry-erase or newsprint, markers and tape
- Classrooms should contain an image of Our Lady and a crucifix.

### Recreational Fields/Play Areas

- 12:00 - 1:30pm, Monday - Thursday, 12:00 - 3:00pm on Friday.
- Ensure that space is well maintained and safe for play.

**A separate bathroom facility needs to be clearly designated with signage for adult staff and volunteers over the course of Totus Tuus. Per Diocesan policy, adults should never share the same bathroom facilities as children at youth events.**

The Parish Coordinator must ensure that a member of the parish staff or a trusted volunteer is always on site with needed keys while Totus Tuus is in session, should there be need to enter a locked room.

Should a need arise regarding facilities over the course of the week, it is the responsibility of the Parish Coordinator to resolve any issues and to communicate to appropriate parish staff.

Totus Tuus team members may not be charged with the task of opening or locking up a parish at the beginning or end of the day.

## SNACKS, DRINKS, AND SUPPLIES

The Totus Tuus team and staff are not able to plan or purchase any of the snacks, drinks, or supplies needed during the week, and so we rely on the parish to provide this support.

- In most parishes, Totus Tuus participants bring their own bagged lunch each day. The parish should plan to provide backup silverware, napkins and paper cups if children bring their own lunches. We encourage parishes to consider enlisting the community to help provide lunch for Totus Tuus participants Monday-Friday. Groups such as the Knights of Columbus, parents, school families, sodalities, scouting groups, rosary makers, Eucharistic adoration community members, RCIA participants and others may be excited to help.
- The parish must be sure to provide easy access to drinks throughout the day, since it is often hot in the spaces where children will be learning and playing. Water is a necessity, but we also encourage other low sugar drinks. The children will need drinks set out for them at three points during the day:
  - 10:00 am snack break
  - 12:15 pm lunch
  - 1:15 pm after recess
- Snacks at the morning break. Often parish families are happy to provide the snacks. We encourage healthy options to be made available to the children, not only high sugar and fat treats. Parish volunteers should have the snacks and drinks ready to go at 9:55 am.
- Snacks and other food like pizza or nachos for the high school sessions. Snacks should be provided to teens on Sunday, Monday, and Wednesday evenings for their 9:00pm break.
- Classroom supplies. Totus Tuus classrooms should be prepared with an Image of the Blessed Mother, a crucifix, other sacred images, and dry-erase boards or newsprint. Crayons and paper should also be supplied for classroom used by the 1<sup>st</sup> and 2<sup>nd</sup> grades.
- High school meeting space supplies. The high school space should be prepared with a dry-erase board or newsprint, Bibles, and votive candles, lighter, markers and tape.

## WEDNESDAY EVENING PARISH SUPPER

Totus Tuus requests that hosting parishes sponsor a community supper with the Teaching Team on Wednesday night. This gathering gives the team the opportunity to meet with parents, families and other parish members, and gives them the opportunity to see what their children have been learning and to celebrate our faith. There may be a parish organization like the Knights of Columbus that would be happy to sponsor this meal. **We encourage this to be a parish-wide event.** The dinner should be promoted throughout the parish in the preceding weeks. During the evening, the Teaching Team Leader will introduce the team and explain a little about the history and mission of Totus Tuus. To close the night, the team will lead the children in some songs for the parish if time permits.

## OUTDOOR FACILITIES AND FRIDAY AFTERNOON ACTIVITIES

Playing together is an important part of the Totus Tuus schedule. Each day the children have recess time after lunch and are encouraged to go outside and run around. Organized activities are not needed, since so much of the day is already structured. Children are invited to bring their own frisbees and balls, and volunteers are welcome to bring other outdoor games and equipment. Parish volunteers should be on hand to assist the Teaching Team in making sure that children stay safe.

On Friday, the daily schedule is modified to allow for “fun time” in the afternoon. After lunch, there are no classes. Instead, the youth participate in outdoor field games or other outdoor recreational activities, including a water fight.

The parish coordinator should work with volunteers and the Teaching Team to procure the needed supplies in advance. The parish should provide several wading pools or other large containers for water, and at least one hose (several is better). The teachers fill the balloons, usually with the help of some volunteers, on Thursday night after the High School Program. Totus Tuus will provide non-latex water balloons. Parishes are encouraged to provide popsicles, ice cream, or other treats for Friday afternoon.

Parents should be warned that children will be wet and may be dirty when they are picked up on Friday. The Teaching Team will talk to the children about Friday afternoon at the end of Thursday, giving them the rules of the day and a take-home slip of reminders of what to bring and what to wear for the water games. Children come to the program on Friday already dressed for the water fight. Boys wear a colored t-shirt with swim trunks and girls wear a bathing suit with shorts and a colored shirt. No white shirts may be worn. Boys must keep their shirts on during the water fight. Once the students go outside for the water fight, they will not be permitted back into the building, so they should bring all their belongings with them. The Teaching Team will make sure this is accomplished. Recreation ends at 2:45pm. The day is closed with songs and prayer.

In the case of adverse weather conditions, the Teaching Team will lead a variety of fun social activities in the large activity room.





## LITURGICAL SCHEDULING AND PREPARATION

Since the Eucharist is the source and summit of the Catholic Church, Totus Tuus incorporates the celebration of Holy Mass at 11:30am every day. During daily Masses, the youth are encouraged to participate in serving, bringing up the offertory gifts, and proclaiming the readings and petitions.

It is envisioned that clergy from the parish will lead these liturgies, which provide a wonderful opportunity to connect with the children and families of the parish. If no priest from the parish is available to preside at the Mass at any point during the week due to an emergency or funeral, please contact Linda Freese to discuss alternative solutions.

In addition to daily Mass, Totus Tuus asks that a priest be available for the Sacrament of Reconciliation every day from 11-11:30am. If there are a large number of participants, more than one confessor may be needed.

It is the responsibility of the Parish Coordinator to arrange the liturgical and Sacramental events with the pastor. It is the parish's responsibility to assign stipends for the Masses and compensate any external priests for time and travel. The following need to be scheduled well in advance:

Priests:

- 11:00am Confessions (Monday thru Friday)
- 11:30am Daily Mass (Monday thru Friday)
- 8:00pm-9:30pm Adoration and Confession (High School) Tuesday
- 2:10pm Tour of Church on Wednesday (1<sup>st</sup> and 2<sup>nd</sup> grade)

Sacristan:

- 11:30am Daily Mass (Monday thru Friday)

## TEACHING TEAM SUPPORT AND HOSPITALITY

The Totus Tuus Teaching Team consists of four college-aged students: two men and two women. The team may include a seminarian of the Diocese of Portland as part of its four-member team. Team members are chosen based upon their desire to teach the faith, their love of children, energy, enthusiasm, and for their individual leadership abilities. In order to run a week of Totus Tuus programming smoothly, the team adheres to a well-defined schedule, which has as its foundation and backbone a structured prayer life.

The Parish Coordinator is the primary parish contact for the Totus Tuus Teaching Team over the course of their stay in the parish. He or she should ensure that the team is able to connect with host families, is receiving needed meals throughout the week, and are otherwise well cared for. It is expected that the lead member of the Teaching Team will be in close communication with the Parish Coordinator prior to and throughout the week. If any problems or emergencies arise with members of the Teaching Team, the Parish Coordinator should communicate immediately with Linda Freese, the Program Coordinator.

### TEACHING TEAM ARRIVAL/SETUP

On Tuesday of the previous week, the Teaching Team leader reaches out to the Parish Coordinator to finalize arrangements for the arrival time and location on Saturday. The Parish Coordinator (and parish priests if available) meets the Teaching Team when they arrive on Saturday evening. During a brief meeting, the Pastor and/or Parish Coordinator introduces the team to volunteers, staff, and reviews the plan for the week ahead.

On Sunday morning, the Totus Tuus team speaks at liturgies as determined by the Pastor. Speaking at Mass is an excellent opportunity to publicize the coming week with a brief presentation about Totus Tuus. Often, this presentation is done after the closing prayer, and helps to bring in more families to participate in the week's program.

The parish is asked to make sure that the Teaching Team has access to parish facilities that will be used for Totus Tuus on Sunday afternoon, so that they can set up for the week ahead. The Parish Coordinator and other parish volunteers may meet briefly with the Teaching Team to review plans and prepare the facilities on Sunday afternoon. However, teams should normally be given this time uninterrupted for their preparation responsibilities.

### HOST FAMILIES

Because the Teaching Team is “on the road”, we ask that the parishes carefully select host families to provide sleeping arrangements, a morning breakfast and possibly snacks for the day. One host family is needed for the women and a second host family for the men. It is preferred, although not required, that host families provide two separate bedrooms for the team members. Host families should live no further than 20 minutes away from the facility where Totus Tuus will be occurring and preferably close to one another. The interaction at host homes is very valuable for both the team members and the families. However, because of the team's schedule, it is important to stress that occasionally the team member may be late getting home due to team meetings. Also, team members may not always be present at the host families' homes in the afternoons due to planning and setup.

Housing of team members takes place from their arrival **Saturday evening** until their departure the following Friday afternoon. Teaching Teams provide their own transportation to and from the parish. If the host family is not able to meet the Teaching Team at their arrival on Saturday late afternoon, a detailed description and / or map to each home should be provided to the team.

## TEACHING TEAM MEALS

The Parish Coordinator is responsible for ensuring that the Teaching Team's meals are provided for while the team is in the parish. It is suggested that a small hospitality team be brought together to help recruit and organize parish volunteers to supply meals throughout the week. When planning meals, please note what is on the menu for each day, so as to avoid too much repetition over the course of the week.

The following meal arrangements should be made well in advance:

**Breakfast:** The host family is asked to provide a continental style breakfast at 7:30 am Sunday-Friday. Please inform the host family that coffee, cereal, fruit, and toast is sufficient. The Totus Tuus team works a long day so breakfast is an important meal to start their day.

**Coffee and snacks:** Water, coffee and light snacks should be made available to the Teaching Team at a location close to the classrooms throughout the morning and afternoon, if possible.

**Lunch:** Lunch for Sunday - Friday should be provided by a parish family or purchased by the parish. Team members eat lunch at 12:15pm. Parish volunteers can prepare the lunch or bring a lunch from a local shop. Depending on circumstances, the Parish Coordinator may decide to also include adequate food for himself/herself, priests and other volunteers when making lunch arrangements.

**Dinner:** On Saturday when the teaching team arrives, the Pastor and parish staff may choose to host them for dinner in the rectory or church hall, or they may enlist volunteers to prepare a dinner. For Sunday, Monday, and Thursday, the Parish Coordinator and/or hospitality team should arrange for families in the parish who would like to invite the team to supper. Because of the full schedule, the window for these dinners is tight: between 5:30pm and 7:00pm. A family may choose to prepare and serve the meal at home, have food brought in, or take the team out to eat. The team will need to be back to the parish no later than 7:10pm. Because of the parish supper on Wednesday, there will be no need for dinner arrangements for the team that night. If, for some reason, the parish is not hosting a supper on Wednesday, then the Parish Coordinator or hospitality team will need to find a family to host the team for dinner on Wednesday as well. On Tuesday evening, we ask that the parish help to give the Teaching Team an evening "off" by providing a gift certificate or funds they can use for dinner at a local restaurant.





## PARISH COORDINATOR CHECKLIST

### TEACHING TEAM PREPARATIONS

Housing:

Host family for Men: \_\_\_\_\_

Host family for Women: \_\_\_\_\_

Team Lunches. (12:15 PM) Sunday - Friday. Brought to location by parish or volunteers.

Sun: \_\_\_\_\_

Mon: \_\_\_\_\_

Tues: \_\_\_\_\_

Wed: \_\_\_\_\_

Thurs: \_\_\_\_\_

Fri: \_\_\_\_\_

Team Dinners. (5:30pm – 7:00pm) Sat., Sun., Mon., Thurs.

Sat: (Including Pastor and Parish Staff): \_\_\_\_\_

Sun: \_\_\_\_\_

Mon: \_\_\_\_\_

Tues: (gift certificate or cash for local restaurant) \_\_\_\_\_

Thurs: \_\_\_\_\_

## PROMOTION AND REGISTRATION SUPPORT

Meeting with parish staff announcing program: \_\_\_\_\_(Date)

Weekend priests announce program to parish: \_\_\_\_\_(Date)

Posters and registration flyers distributed:

Church buildings: \_\_\_\_\_(Date)

Faith Formation Staff: \_\_\_\_\_(Date)

Catholic School(s): \_\_\_\_\_(Date)

Youth Ministers: \_\_\_\_\_(Date)

Other Organizations: \_\_\_\_\_(Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

Weekends Totus Tuus included in the bulletin:

\_\_\_\_\_ (Date) through \_\_\_\_\_ (Date)

Weekends Totus Tuus included on the parish web page and social media:

\_\_\_\_\_ (Date) through \_\_\_\_\_ (Date)

\_\_\_\_ Totus Tuus Representative invited to speak at parish: \_\_\_\_\_(Date)

## PAYMENT AND FINANCIAL ASSISTANCE

\_\_\_\_ Financial assistance plan approved by Pastor.

\_\_\_\_ Financial assistance budget secured by Pastor.

\_\_\_\_ (optional) Parish collection taken up for financial assistance fund: \_\_\_\_\_(Date)

\_\_\_\_ Financial assistance information sheet prepared for distribution in parish.

\_\_\_\_ Parish financial assistance filing system created to document distribution of funds.

\_\_\_\_ Final settling of accounts and payment to Office of Vocations within two weeks of completing the Totus Tuus program.

## FACILITY RESERVATION

- \_\_\_ Church or Chapel Space and Sacristy (cap. 120+ people)
  - 11:00am: Confessions, Monday - Friday
  - 11:30am: Daily Mass, Monday - Friday
  - 8:00pm - 9:30pm: Adoration and Confession, Tuesday
  - 2:00 - 3:00pm: Tour of Church, Wednesday
- \_\_\_ Snack/Dining Room and Kitchen Facilities (cap. 150+ people)
  - 8:00am - 3:00pm: Monday - Friday
  - 12:00 - 7:00pm: Wednesday
- \_\_\_ Large Activity Room (cap. 100+ people) \*If not available, use snack/dining room
  - 8:00am - 3:00pm: Monday - Friday
- \_\_\_ Gathering Space for High School Youth. (cap. 25+ people)
  - 7:00pm - 10:00pm: Sunday - Thursday
- \_\_\_ 4 Classrooms
  - 8:00am - 3:00pm: Monday - Friday. (cap.. 20+ students with chairs)
- \_\_\_ Recreational Fields/Play Areas
  - 12:00 - 1:30pm: Monday - Thursday, 12:00-3:00pm on Friday

## PROGRAM SUPPLIES AND FACILITY PREPARATIONS

- \_\_\_ All facility bathrooms clearly marked “boys”, “girls”, and “adults”
- \_\_\_ Weekly schedule, emergency contact numbers posted in key volunteer areas, classrooms.

### 4 Classrooms Preparation:

- \_\_\_ Dry-Erase markers and erasers, or newsprint
- \_\_\_ Crayons and paper in 1-2 grade room
- \_\_\_ Classrooms labeled and adequate chairs set up to accommodate students
- \_\_\_ Image of Our Lady, crucifix, other sacred images

### High School Youth Room Preparation:

- \_\_\_ Dry-Erase markers and erasers, or newsprint
- \_\_\_ Bibles and votive candles
- \_\_\_ Image of Our Lady, crucifix, other sacred images

### Large Activity Room Preparation: (if not using snack/lunchroom)

- \_\_\_ Dry-Erase markers and erasers, or newsprint
- \_\_\_ Image of Our Lady, crucifix, other sacred images

Lunchroom/Snack Prep Area:

- \_\_\_ Adequate chairs and tables set up
- \_\_\_ Large, insulated water and drink containers
- \_\_\_ Napkins, plates, silverware, trash cans
- \_\_\_ Coffee maker, microwave, kitchen supplies
- \_\_\_ Location for lunchboxes clearly marked and room decorated

Outdoor Recreational Area and Supplies:

- \_\_\_ Fields/areas surveyed for safety, obstacles removed or marked
- \_\_\_ Storage location for frisbees, balls, bats donated or borrowed is clearly marked
- \_\_\_ 3-5 large, clean trash bins and 3-5 hoses with nozzles, any other water fight supplies securely stored for Friday.
- \_\_\_ First Aid kit located in accessible area

## PARISH WEDNESDAY EVENING PARISH SUPPER

Wednesday 5:30-7:00pm

- \_\_\_ Promotion of the Parish Supper from pulpit, in parish bulletin and social
- \_\_\_ media. Flyers created inviting parents sent home with participants on Monday.

Group/organization preparing and serving meal: \_\_\_\_\_

Group/organization cleaning up after meal: \_\_\_\_\_





## PARISH PRIEST SCHEDULING

### 11:00am Confessions:

Monday:\_\_\_\_\_ (Name)

Tuesday:\_\_\_\_\_ (Name)

Wednesday:\_\_\_\_\_ (Name)

Thursday:\_\_\_\_\_ (Name)

Friday:\_\_\_\_\_ (Name)

(Can be the same priest who offers 11:30am Mass if others are not available)

### 11:30am Mass:

Monday:\_\_\_\_\_ (Name)

Tuesday:\_\_\_\_\_ (Name)

Wednesday:\_\_\_\_\_ (Name)

Thursday:\_\_\_\_\_ (Name)

Friday:\_\_\_\_\_ (Name)

### Tuesday Adoration and Confession (8:00-9:30pm):

Exposition/Benediction:\_\_\_\_\_ (Name)

Confessions:\_\_\_\_\_ (Name)

(Can be the same priest if others are not available)

### Wednesday Tour of Church (2:10-3:00pm):

\_\_\_\_\_ (Name)

\_\_\_\_Pastor and area priests invited to participate and be present at any/all of Totus Tuus and are given the detailed schedule of the week.



## STAFF AND VOLUNTEER RECRUITMENT AND ORGANIZATION

\_\_\_ **Totus Tuus parish volunteer file created, documenting all volunteers who will assist with the Tuus Program, their contact information, safe environment status, and area of responsibility for the week.**

\_\_\_ **All parish volunteers are vetted to ensure that they have received “Protecting God’s Children” training, background checks, and are in full compliance with safe environment requirements of the Diocese of Portland. This is the responsibility of the parish.**

Volunteers Recruited for the Following Responsibilities:

\_\_\_ Teaching Team Hospitality/Meal Supervisor: \_\_\_\_\_ (Name)

\_\_\_ Teaching Team Hospitality/Meal Volunteers (3-12 families)

\_\_\_ Registration and Classroom Support Supervisor: \_\_\_\_\_ (Name)

\_\_\_ Classroom Support Volunteers, 9am-3pm (bathroom runs, etc..) (2-4 adults)

\_\_\_ Highschool Assistants, 9am-3pm (0-12 teens)

\_\_\_ Kitchen/Snack/Drink Supervisor: \_\_\_\_\_ (Name)

\_\_\_ Kitchen/Snack/Drink Helpers (0-4 adults, can include teen volunteers)

\_\_\_ Outdoor Activity Supervisor: \_\_\_\_\_ (Name)

\_\_\_ Outdoor Activity Helpers (0-6 adults, can include teen volunteers)

\_\_\_ Sacristan: \_\_\_\_\_ (Name)

\_\_\_ Parishioners invited to attend Totus Tuus Masses (bulletin or Mass announcement.)

## IMPORTANT FORMS AND DOCUMENTS

(available at [www.portlanddiocese.net/totus-tuus](http://www.portlanddiocese.net/totus-tuus))

### PARISH TOTUS TUUS PROMOTIONAL MATERIALS:

Parish Bulletin Announcement Template  
Parish Pulpit Announcement Template  
Parish Flyer (Color or Black and White 8 ½ x  
11) Parish Poster (Color 11 x 17)

### REGISTRATION FORMS

Totus Tuus Registration Form (if not able to complete registration online)  
Medical/Liability Release Form  
Transportation Permission/Release Form  
Parent Information Sheet with Parish Contact Information

### PARISH COORDINATOR FORMS:

- \_\_\_ Parish Partnership Agreement. Completed, signed, submitted 2 months prior to Totus Tuus.
- \_\_\_ Parish Volunteer Information Form. Completed, submitted 2 weeks prior to Totus Tuus.
- \_\_\_ Parish Host Family Information Form. Completed, submitted 1 week prior to Totus Tuus.
- \_\_\_ Parish Payment Reconciliation Form. Completed, signed, submitted along with check within 2 weeks after the completion of Totus Tuus.



The 2019 Totus Tuus Teaching Teams and Fr. Seamus Griesbach

## CONTACT INFORMATION

TOTUS TUUS  
Office of Vocations  
Roman Catholic Diocese of Portland  
510 Ocean Avenue  
Portland, ME 04103

[vocations@portlanddiocese.org](mailto:vocations@portlanddiocese.org)  
[www.portlanddiocese.net/totus-tuus](http://www.portlanddiocese.net/totus-tuus)  
207.773.6471

## PROGRAM LEADERSHIP

Linda Freese Program Coordinator  
[linda.freese@portlanddiocese.org](mailto:linda.freese@portlanddiocese.org)  
207-773-6471 ext. 7874



ST. JOHN PAUL II, PRAY FOR US!