



# TOTUS TUIUS

TEACHER MANUAL



Dear Totus Tuus Teacher,

Thank you for your willingness to teach the children and youth of the Diocese of Portland, Maine as a member of our Teaching Team! This manual will explain what to expect as a member of one of our Totus Tuus Teaching Teams and how to prepare for the Totus Tuus program.

There is no more important role in the Totus Tuus program than that of the teacher. Hundreds of children and teens will be impacted by your prayers, teaching, and example over the course of the summer. The way that you care for the children and youth entrusted to your care and the way that you model charity as a team while in each parish will have a lasting effect on those who meet you and on our Church.

Being a member of a teaching team is very challenging. Many have said that it is both the most difficult and most rewarding thing that they have ever done. The hours are long, the responsibility significant, and the amount of energy required herculean at times. There is a reason that we ask college students to carry out this front-lines ministry: it is not for those who are easily overwhelmed or exhausted!

But, as St. John Paul II always said to the young: “Do not be afraid to put out into the deep!” Though the work of Totus Tuus is demanding, it is an incredibly rewarding and joyful experience. Working together as a team, you are able to travel all over our beautiful state, meet hundreds of new people, build strong and lasting friendships on your team, and know that what you are doing is of great and lasting value for our Church and the world. Furthermore, you will be working with the support of our bishop, the priests of our diocese, and the prayers and gratitude of thousands of Catholics from around Maine, whose lives you will touch.

Please read the following carefully and attentively. The mission entrusted to you is serious, and you will need to be diligent in your efforts. Know of our prayers for you as you carry out this great work here in our state!

Yours in Christ,

Fr. Brad Morin, Director of Vocations

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## ABOUT TOTUS TUUS

### WHAT IS TOTUS TUUS?

Totus Tuus is a summer catechetical program designed to bring the Gospel and the Catholic faith to youth in a dynamic way. The goal of Totus Tuus is to help young people develop their relationship with Jesus Christ, establishing a friendship with him that will lead them to the Father by the power of the Holy Spirit. In order to accomplish this goal, we emphasize devotion and love for our Lord in the Eucharist and for Mary our Mother. Also, Totus Tuus fosters understanding of the faith through catechesis so that youth may live the faith in today’s world.

For the youth that you will encounter, Totus Tuus is one week of fun and faith. For you and your team, Totus Tuus is 2 months of the hardest thing that you’ll ever love. Totus Tuus is a rewarding experience spiritually, emotionally, and socially (though not necessarily monetarily). It will be difficult at times, but commitment to prayer and trust in our Lord will guarantee success.

### OUR MISSION

Totus Tuus, a Latin phrase meaning “totally yours,” was the motto of Saint Pope John Paul II. Taken from St. Louis de Montfort’s True Devotion to Mary, 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. Through the teams’ example of joy and service, the youth see that these men and women are ON FIRE with the Catholic faith and long for the same thing in their lives.

### THE FIVE MARKS OF TOTUS TUUS

1. Proclamation of the Gospel...to arouse faith
2. Explanation...examination of the reasons for our beliefs
3. Christian Witness...an experience of Christian living
4. Celebration of the Sacraments...especially Holy Eucharist and Confession
5. Active witness of the Missionary Nature of the Catholic Church

Totus Tuus joins the Church in her proclamation of the Gospel to arouse faith in the youth of this diocese with “an explanation...for the reason for your hope” (1 Peter 3:15), Totus Tuus teachers expound upon the reasons for our beliefs and share their personal testimonies with the young people.

Pope Paul VI wrote, “Modern man listens more willingly to witnesses than to teachers, and if he does listen to teachers, it is because they are witnesses” (Evangeliū Nuntiandi, 41). With this in mind, Totus Tuus team members are immersed in a life of prayer and give witness to the fruits of that experience of Christian living to the youth.

Additionally, the daily schedule of the Totus Tuus catechist revolves around Holy Mass, the Sacraments, and prayer. A summer given entirely to God and to the young people of this diocese would not be possible otherwise.

### THE FIVE PILLARS OF TOTUS TUUS

1. The Eucharist
2. Marian Devotion
3. Catechetical Instruction

4. Vocational Discernment
5. Fun

**The Eucharist** has pride of place in the Totus Tuus schedule, for both team members and participants. Prayer—the Liturgy of the Hours, the Rosary, the Angelus, the Chaplet of Divine Mercy, and Adoration of the Blessed Sacrament—provides the structure, but the celebration of the Holy Sacrifice of the Mass is the “source and summit” of the daily schedule.

Totus Tuus catechists 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 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).

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.

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 single. Team members sign a “covenant” in which they promise to be open to 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.

Finally, Totus Tuus demonstrates that one can be a faithful Catholic and still **have fun**. Morning “pump up,” silly skits and songs, recess, and water fights help infuse the element of fun into the program.

## WHO IS TOTUS TUUS?

You are! Welcome to the Totus Tuus family, which stretches across the country, includes over 30 dioceses, and many years of team members who chose to answer the same call that you have answered with your “yes” for this summer. The program employs college students and seminarians from across the country to carry out the mission of Totus Tuus. Because of your inherent coolness in the eyes of the youth you will encounter this summer, you have an advantage over their parents, parish priests, and CCD/religion teachers: You can make the faith exciting!

## THE TOTUS TUUS TEACHING TEAM

Your team will be composed of two men and two women. At least one of the men will be a seminarian and your team leader and one of the women will be your co-leader. For seven weeks you will do everything together. You will go to Mass together every day, pray the Liturgy of the Hours, Rosary, and Divine Mercy Chaplet every day together, work together, eat together. These three other people will be your lifeline during the summer and lifelong friends after Totus Tuus is done.

Totus Tuus is not just one or two or three summers that you decide to work for a diocese. We are each called to be Totus Tuus our whole lives.

## TOTUS TUUS CALENDAR

June 4 - 13.....Team Training  
Anna Maria College, Paxton, MA

June 15 - 20..... St. Mary of the Visitation, Houlton

June 22 - 27.....Parish Camp, Livermore for (St. Rose & St. Joseph)

June 29 - July 3.....Prince of Peace Parish, Lewiston

July 6 – 11.....St. John Paul II Parish, Scarborough

July 13 - 18.....St. Anthony of Padua, Westbrook  
will be held @ Our Lady of Perpetual Help, Windham

July 20 - 25.....All Saints Parish, Brunswick

July 27 – Aug. 1.....Christian Life Center, Frenchville

## TOTUS TUUS MAINE CONTACTS

Parish/Office	Contact	Phone	Email
Office of Vocations Totus Tuus Maine	Fr. Brad Morin and Linda Freese	Office: 207.773.6471	<a href="mailto:brad.morin@portlanddiocese.org">brad.morin@portlanddiocese.org</a> <a href="mailto:linda.freese@portlanddiocese.org">linda.freese@portlanddiocese.org</a>
St. Joseph Parish, Farmington St. Rose of Lima Parish, Jay	Fr. Paul Dumais and Amanda Ferriter (PC)	Offices: 207.778-2778 & 207-897-2173	<a href="mailto:paul.dumais@portlanddiocese.org">paul.dumais@portlanddiocese.org</a> <a href="mailto:amanda.ferriter@portlanddiocese.org">amanda.ferriter@portlanddiocese.org</a>
Prince of Peace Parish, Lewiston	Fr. Dan Greenleaf Tyler Nadeau (PC)	Office: 207-891-3945	<a href="mailto:daniel.greenleaf@portlanddiocese.org">daniel.greenleaf@portlanddiocese.org</a> <a href="mailto:tyler.nadeau@portlanddiocese.org">tyler.nadeau@portlanddiocese.org</a>
St. Mary of the Visitation Parish, Houlton	Fr. Kevin Martin Clare Desrosiers (PC)	Office: 207.532.2871	<a href="mailto:Kevin.martin@portlanddiocese.org">Kevin.martin@portlanddiocese.org</a> <a href="mailto:clare.desrosiers@portlanddiocese.org">clare.desrosiers@portlanddiocese.org</a>
St. Anthony of Padua Parish, Windham	Fr. Lou Phillips Julie Dansereau (PC)	Office: 207.892.8288	<a href="mailto:louis.phillips@portlanddiocese.org">louis.phillips@portlanddiocese.org</a> <a href="mailto:julie.dansereau@portlanddiocese.org">julie.dansereau@portlanddiocese.org</a>
St. John Paul II Parish, Scarborough	Fr. Jack Dickinson Michelle Valcourt (PC)	Office: 207-883-0334	<a href="mailto:Jack.dickinson@portlanddiocese.org">Jack.dickinson@portlanddiocese.org</a> <a href="mailto:Michelle.valcourt@portlanddiocese.org">Michelle.valcourt@portlanddiocese.org</a>
St. John Vianney Parish, Fort Kent Christian Life Center, Frenchville	Fr. Jean-Paul Labrie Barb Pelletier (PC)	Office: 207.834.5656	<a href="mailto:jean-paul.labrie@portlanddiocese.org">jean-paul.labrie@portlanddiocese.org</a> <a href="mailto:barb.pelletier@portlanddiocese.org">barb.pelletier@portlanddiocese.org</a>
All Saints Parish, Brunswick	Fr. Phil Tracy Sarah Buchwalder(PC)	Office: 207.725.2624	<a href="mailto:Philip.tracy@portlanddiocese.org">Philip.tracy@portlanddiocese.org</a> <a href="mailto:Sarah.buchwalder@portlanddiocese.org">Sarah.buchwalder@portlanddiocese.org</a>

## BEING PART OF A TOTUS TUUS TEACHING TEAM

### A JOYFUL WITNESS TO THE FAITH...

You will be a very public figure in our diocese. You will be a witness of the Catholic Faith to the children you teach, the parishioners you meet and to your fellow teachers. By the way you talk, act and dress, people should be able to recognize Christ in you. If people cannot see Christ in you, it is time to get rid of whatever is blocking their view. You now represent the Catholic Church in a very visible way and it is important that your behavior is dictated by this realization. In particular, each team member must strive to embody the following:

## PRAYERFUL

The sacraments and a structured prayer life are the very foundation of the Totus Tuus program. During the summer you will lead a very active prayer life. If you are not doing so already, please begin to incorporate a scheduled time for prayer into your day. Some options would include Mass, Liturgy of the Hours, Rosary, Chaplet of Divine Mercy, scripture reading, saint study, etc. Choose one of these and devote yourself to it each day. Offer up your intentions for your fellow teachers and the children you will teach.

## GENEROUS

You will find that Totus Tuus requires you to make a sacrifice of your time, your mental strength, your physical body (dodge ball can get intense) and your sleep. You can prepare by making small sacrifices each day. Offer up your sacrifices for the strength to be totally God's this summer and to unite your will with His.

## PREPARED

Research the topic of your classes/talks – use the catechism, Bible, websites, blogs, podcasts, books, etc. The first time you give your talk should NOT be in front of your class. You must take time to outline, write and practice your talks/lessons.

## JOYFUL AND ENGAGED

The kids feed off your excitement and energy for the Catholic faith. If kids are bored during your class, it's not because the content is boring, it's because you are presenting it in a boring way. Whenever there are kids around, whether it is 1 child or 120 children, the entire team is engaged around those kiddos.

## TEAM ROLES AND RESPONSIBILITIES

On each team, the seminarian is the leader. His job is to contact parishes one week ahead of time, get t-shirts on the weekends, hold the team accountable, and in general lead the team. The co-lead is one of the female team members and she should assist the leader in his responsibilities and in general look out for the emotional wellbeing of the team. The program coordinator will provide the co-lead with the class rosters after each week.

Rotating on a daily basis, one team member is Pump-up, one is String, and one is Prayer. Other responsibilities include finding lectors/servers, facilitating confessions and giving Mass and Music Prep. In addition, each team member is responsible for being well prepared for his/her classes and high school talks. All team members are responsible for following the parish etiquette and representing the Diocese of Portland, Maine and the Vocations Office as well.

### TEAM LEADER (SEMINARIAN)

- Primary contact for Program Coordinator
- Primary contact for parish coordinators/parish priest
- Calls others on to holiness, professionalism, punctuality, prayer, charity
- Affirms, offers feedback/suggestions to team, not tearing down but building up
- Ensures that each week operates smoothly by organizing schedule, delegating to team/volunteers – includes completing the “Gold sheet” with assignments each week
- Fosters good relationship with parish through deference, humility, communication
- Communicates clearly and directly with love, reconciles conflicts, enables and empowers others
- Facilitates team meetings



- Reports weekly to Program Coordinator: parish situation (numbers, homes, dinners, contact, priest, good things, things that need correction), team situation (full-cooperation, conflicts, dynamics)
- Spiritual leader—is aware of team needs

#### CO-LEADER

- Assists the team leader in managing the week with support and accountability
- Collect and report class rosters to program coordinator

#### ALL TEAM MEMBERS

- Receive and carry out delegated responsibilities
- Serve and support team based on talent and experience
- Work hard and contribute 100%
- Learn the names of your students

#### GENERAL HINTS

- Commit yourself to having a great and rewarding summer, working hard and living charity.
- Commit yourself to being holier than you've been and more fun than you can stand.
- Commit yourself to the idea of giving all for the love of God, young people, and your team.
- Have a team meeting each day, after grade school or high school, or both (just a short one after H.S.)
- Don't do things that will make life harder for the team that comes next year (i.e. promising a big prize if kids wear their strings all year or paying bribe money to get kids to behave).
- Go on field trips and fun outings with your team in your break time. This is a great opportunity for team formation and bonding outside of stressful times.

### TRAINING PREPARATION AND PROCESS

You've been selected as a member of a Totus Tuus teaching team! Now what? Totus Tuus teams go through a rigorous training program so that they can be as prepared as possible for their summer of service throughout the diocese. It is critical that you prepare for and engage in the training as fully as possible so that you will be ready to face the challenges of parish ministry. Here are some particularly important things to do in preparation for training:

- Pray, Pray, Pray. You will hear time and time again that without prayer we fail. It cannot be stressed enough that even though your paychecks come from the Diocese of Portland, Maine, you work for the Lord this summer, and the only way to know His will and to do His work well is through prayer. Pray for the people you will meet. Pray for your team. Pray for all of the other teams that will be working across the country. Bottom line: Pray.
- Read this Manual. Make yourself familiar with the goals and mission of Totus Tuus and the general idea of what you will be teaching this summer.
- Don't stress out. You can do it. God has called you to Totus Tuus this summer. Remember: "God doesn't call the equipped, He equips the called."

During training you will learn all of the material that you will teach during the grade school and high school programs. Material will be taught at a high school or college level which you will then be responsible for converting into age-appropriate levels for students.

#### THINGS TO KEEP IN MIND DURING TRAINING

- Training schedules are flexible. Often our brilliant priests don't wear watches or ignore our complex signaling system that lets them know they are running out of time. It's ok. They have a lot to teach you and it will always be valuable.
- Take advantage of the time to get to know your team during training. You will have to function as a team right away, so do not let early opportunities to get to know each other pass you by.
- Take notes! You will be getting a lot of information all at once. You will not remember it all when it comes time to make lesson plans. (Again, don't stress out, but do be diligent in your note taking).
- Finally, you won't leave training knowing absolutely everything, but you will be well prepared. By the end of Monday of the first week, you will be a veteran.

## PACKING LIST

MEN	WOMEN
2 pair of khakis/dress pants	3 pair of slacks or skirts
1 pair of jeans	1 pair of jeans
4 polo/collared shirts	4/5 nice shirts
Socks	Socks
1 button down shirt and tie	1 Sunday dress or outfit
1 swimsuit	1 swimsuit
Toiletries (toothbrush, deodorant etc.)	Toiletries (toothbrush, deodorant etc.)
Dress shoes for Sunday	Dress shoes for Sunday
Shoes/ sandals for everyday	Shoes/ sandals for everyday
Musical instruments (i.e. guitar or harmonica if you can play)	Musical instruments (i.e. guitar or harmonica if you can play)
Rest time attire	Rest time attire

EVERYONE
Water bottle Sweatshirt or jacket Watch 3 ring binder Bible Devotional Reading Optional: Computer for taking notes or managing music, speaker

## DRESS CODE

Your clothing is not to have references to alcohol, drugs, sex or anything else that may be found immoral or offensive.

#### WEEKEND MASSES

You will receive a polo shirt during training week. Please wear slacks (or a skirt, ladies) and this polo to all weekend Masses.

#### WEEKDAYS

Men should wear slacks and a collared shirt and ladies should wear dress pants (capri pants are allowed), dresses or skirts (at least knee length) with a dress shirt. Please wear your polos on Monday and for the parish supper.

#### FRIDAYS

Team members are allowed to wear their polo shirt and jeans. If the parish has a parish dinner during the week, you can wear jeans and your parish T-shirt on that day instead. At lunchtime you will have the opportunity to change into your water fight clothes. The kids will wear their swim clothes all day on Friday.

#### MEN

Dress pants or khakis are appropriate to teach in during the week. Dark clothing during water games. Cutoffs are not permitted. No "bro" tanks.

#### LADIES

Dresses and skirts are to be at least knee length and shorts are to be at or past your fingertips when standing upright. Dress shirts must have sleeves and no part of the shirt may be see-through nor skintight. Dress shirts are not to show your stomach/back when hands are raised above your head and cleavage is not to be seen when standing upright nor when bending over. At no time should you wear yoga pants or spandex leggings as pants (you can wear these under a skirt or dress). Dark clothing during water games. Cutoffs are not permitted.

*"Either we must speak as we dress, or dress as we speak. Why do we profess one thing and display another? The tongue talks of chastity, but the whole body reveals impurity."*

*Saint Jerome*

## WAGES AND REIMBURSEMENT

#### WAGES

Totus Tuus team members are paid a salary for their work over the summer of a total of \$3,450.00. Payment is distributed every two weeks over the course of the summer. Teachers are able to work with the Diocesan finance office to receive payment by check or direct deposit.

#### TRANSPORTATION AND MILEAGE

There will be one driver on each team. All documented drivers must have a volunteer driver application and copies of current proof of registration, current proof of insurance, and driver's license on file before being allowed to drive.

- Mileage will be paid at the standard rate of \$0.655 per mile. Only documented drivers will be paid mileage.
- Mileage will only be paid for Totus Tuus related travel. This includes traveling from parish to parish and from host families to the parish.

- Mileage will be paid beginning on the last day of training through the end-of-summer retreat.
- Mileage will not be accepted for travel during your break.
- Drivers will submit their mileage forms monthly over the summer.

#### OTHER PROGRAM EXPENSES

All purchases or expenses related to Totus Tuus must be approved by the Program Coordinator or Vocation Director. If approved, team leaders should pay for and submit receipts in a timely manner.

#### DONATIONS TO THE TOTUS TUUS PROGRAM

The parish may provide the team with a gift certificate to a local restaurant for Tuesday team dinner, but any other cash or donations offered to team members should be redirected to the Totus Tuus Program. Only the Program Coordinator or Director of Vocations is permitted to solicit donations for Totus Tuus in Maine.

#### DISCIPLINARY ACTION

As diocesan employees, you are held to the same standard as other Diocesan employees and as such will follow the same performance counseling and discipline as outlined in the Diocese of Portland Code of Conduct.

Generally, performance issues will be handled through one or more appropriate means, which may include verbal counseling, written counseling, disciplinary memos, mandatory referral for employee assistance counseling, suspension and/or possible termination. In most cases, a clearly worded written counsel with steps for remediation should precede a suspension or discharge, and in some cases, more than one written counsel may be appropriate.

Each situation will be handled on its own merits, based on the facts and severity of the issue. The level of intervention may also vary. Some of the factors that will be considered depend upon whether the performance issue is repeated despite coaching, counseling and/or training, the employee's work record, and the impact the conduct and performance issues have on the Diocese.

#### PARISH ETIQUETTE

Three essentials to Totus Tuus having a positive reception in a parish: Prudence, timeliness, and knowing what's going on. In General:

- You live in a fishbowl. You are a public person from breakfast (or earlier) to bedtime.
- Hold yourself accountable. Hold your team accountable.
- Don't let it show that you're tired, especially around the students.
- Avoid Church politics and words like "liberal" and "conservative."
- Exemplify the virtues in all things.
- Be models of chivalry for children and adults.

#### WORKING WITH THE PARISH PRIESTS

More information will be added to this section as our policy in the Diocese of Portland is developed.

## WORKING WITH PARISH COORDINATORS

Perhaps the most important people you will work with this summer are Parish Coordinators. Your interactions with these people will set the tone for the entire week and can determine whether Totus Tuus is invited back to that parish. Be as communicative as possible. It is always better to over communicate so everyone is on the same page rather than leaving them in the dark. Much confusion and frustration can be avoided simply by checking in with the parish coordinator and/or pastor frequently.

Totus Tuus Registration and payment is conducted online through the Diocesan Totus Tuus website. The Parish Coordinator coordinates 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 furnishes the Parish Coordinator with access to the online registration list for his or her parish. This allows the Parish Coordinator to add new registrations up to and throughout the week of Totus Tuus.

During the week of Totus Tuus in a parish, the teaching team provides catechetical instruction to parish children and youth during specified hours throughout the day, but the parish coordinator is responsible for the welfare and oversight of the youth who will be participating in Totus Tuus programming.

**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. The Parish Coordinator also provides a parish emergency contact phone number to all participating families, should they need to reach their children during the day.

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 Coordinator's responsibility.

Parish Coordinators are responsible for coordinating 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.

Totus Tuus teachers will hand out the t-shirts to students in their class at the end of the day on Thursday.

## HOST FAMILIES

- Give your host families some of your time. They're putting themselves out for you, so spend time with them, especially their kids. (Hint: try to plan one of your afternoons to hang out with your host family or suggest to the Parish Coordinator that they consider hosting a dinner since you don't get much time with them.)
- Aim to be home, or at least leaving parish, by 10:00 PM.
- Keep your rooms picked up.
- Do your own laundry.

## DINNER FAMILIES

- Give them your time too, but make sure you leave in time to be ready for H.S. (6:00; earlier if needed).
- Remember to account for travel time to and from dinner.
- Realize that your interactions with them and their children will be some of the most important interactions that you'll have all week.
- Talk to them, not each other. Avoid inside jokes and things that leave them out.
- Eat what you're served. If there's something someone on the team simply cannot eat, let the Parish Coordinator know at the beginning of the week. (Hint: Take small first servings, you'll be expected to want seconds of everything and there's always dessert.)

## GENERAL PARISH ETIQUETTE

- Leave it cleaner than you found it. Report broken items. Don't hide them.
- Before you leave, write a "Thank You" to the Pastor, host families, and the Parish Coordinator (sometimes Pastor is the parish coordinator).
- One teacher should never travel alone with one, or any number, of students. When possible, have the team drive together.
- Never go into the bathrooms when students are. See if you can have a separate "teacher bathroom" for the week.
- You can't help with stuck zippers, etc. Find a mom, a high school helper, an older student, or as last resort, one of the female Totus Tuus teachers, to fix it.
- Younger kids relate to people in physical ways. Don't be afraid. Be prudent. Side hugs or group hugs are better than full hugs. Usually, it's best to let them initiate.
- High fives can cover a multitude of situations.
- They're going to get attached to you. You're going to get attached to them, and you're even going to have favorites, no matter how hard you try not to. The answer is to distribute your time and affection evenly.
- If a student wants to talk to you, remember:
  - Never alone - Always in view.
  - Never too close.
  - Be even more careful with the opposite sex.
- High schoolers might ask for your phone number, don't give it to them. Also don't add them on Facebook.

# THE TOTUS TUUS PROGRAM

## TOTUS TUUS CURRICULUM

### ROTATING CURRICULUM

Year 1 - Salvation History

Year 2 – Creed

Year 3 – Sacraments

Year 4 - Ten Commandments

Year 5 - Virtues, Beatitudes, Gifts of the Holy Spirit

Year 6 - Prayer

ROSARY CURRICULUM

- Year A - Joyful Mysteries
- Year B - Luminous Mysteries
- Year C - Sorrowful Mysteries
- Year D - Glorious Mysteries

MYSTERIES OF THE ROSARY/FRUITS/STRING COLOR:

**The Joyful Mysteries:**

1) The Annunciation:	Humility	Blue
2) The Visitation:	Love of Neighbor	Red
3) The Nativity:	Poverty	Brown
4) The Presentation in the Temple:	Piety	Gold
5) The Finding in the Temple:	Obedience	Green

**The Luminous Mysteries:**

1) The Baptism in the Jordan:	Accepting our Christian Mission	White
2) The Wedding at Cana:	True Discipleship	Blue
3) The Proclamation of the Kingdom and the Call to Repentance:	Change of Heart ( <i>Metanoia</i> )	Purple
4) The Transfiguration:	Desire for Holiness	Gold
5) The Institution of the Eucharist:	Devotion to the Eucharist	Red

**The Sorrowful Mysteries:**

1) The Agony in the Garden:	Fervor in Prayer	Green
2) The Scourging at the Pillar:	Purity	White
3) The Crowning with Thorns:	Moral Courage	Gold
4) The Carrying the Cross:	Patience	Blue
5) The Crucifixion:	Sacrificial Love	Red

**The Glorious Mysteries:**

1) The Resurrection:	Faith	White
2) The Ascension:	Hope	Green
3) The Descent of the Holy Spirit:	Zeal/Love for the Church	Red
4) The Assumption:	Final Perseverance	Blue
5) The Coronation of Mary:	Devotion to Mary	Gold

AN OVERVIEW OF THE TYPICAL PARISH VISIT

HOUSING AND MEALS

During the week, from Saturday evening until Friday when you leave your parish, your housing and meals will be taken care of by the members of the parish. The men and the women will each have a host family that will provide housing and breakfast during the week. Other families will volunteer to bring lunches to the school

during the day and invite you to their homes for dinner in the evening. When you are in the parishes, you live in a fishbowl - everyone is watching everything you do, and everything you do represents your team, the Diocese of Portland, and the entire Totus Tuus family. This shouldn't scare you; instead, it is an opportunity to bring Christ to not only the youth but to the adults of the community as well. You never know when God is using you to spread the Gospel and it truly does impress people that you are college students who love the Catholic faith.

#### SATURDAY AND SUNDAY

You will meet with the Parish Coordinator (and parish priests if available) when you arrive at the Parish on Saturday evening. During a brief meeting, the Parish Coordinator introduces the team to key volunteers, staff, and reviews the plan for the week ahead. After a brief tour of the facility, a dinner with the Parish Coordinator, local Priests and key volunteers follows.

On Sunday morning, you will speak 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. After Mass, the whole team will greet and mingle with parishioners. You will do the same for each of the Sunday Masses.

The Parish Coordinator and other parish volunteers may meet briefly with the Teaching Team to review plans and prepare the facilities on Sunday afternoon. Because the schedule for the week and the entire summer is so demanding, and to observe Sunday as a day of rest, the team normally takes down time for rest, recreation, fellowship, and to prepare for the coming week.

After eating dinner at a family's home, you will meet with high school students for the first time.

#### GRADE SCHOOL PROGRAM 8:45AM-3PM

Monday through Thursday of the grade school program looks about the same every day. Each day you will follow the same general schedule. The schedule can be manipulated to meet the needs of a particular parish as long as the team stays in contact with the priest and coordinator for that parish.

The morning schedule for Friday looks the same as Monday through Thursday through lunch and recess. After recess, most teams will have kids clean up classrooms, church, lunchroom etc. Then they go outside to play games such as sponge races or water balloon tosses. After games, you'll turn them loose for the water fight until their parents come to get them. Then, as a team, you will clean everything, write thank-you notes, pack your things, say goodbye to your host families and then you are free to leave until Saturday when you go to your next parish.

#### HIGH SCHOOL PROGRAM 6:30PM-8:30PM

The format of high school nights is very different from the grade school program. Your goal is to establish personal connections with these students and give them practical ways to live out their faith in high school and college. You want to challenge and inspire these students to be strong faithful witnesses to their Catholic faith throughout their lives.

Sunday, Monday and Wednesday are discussion nights. Team members will give 2 or 3 talks while one member spends time in adoration praying for the team members giving talks. The night will end with the team and the students praying night prayer together. Tuesday night is adoration and reconciliation night. Thursday night is a hangout night for the high schoolers and the team. This night is about solidifying the relationships you have built



all week with the students and showing them that you are real people who like to have fun and who are just like them.

#### PRE-ARRIVAL AT THE PARISH

**At Least One Week Before Arrival** the Team leader **MUST** contact the **Parish Coordinator**. Find the parish information sheet in your team binder (found in team tub) and use it and this list to make sure you ask all essential questions of the pastor. Questions to ask:

- Confirm where the town and church are and find out Sunday Mass times. Ask if the team can speak at Masses (not all do).
- Ask when the team should arrive and when the Parish Coordinator will be able to meet with the team.
- How many kids have signed up? Should we invite more when we speak at Masses?
- Confirm that host families are lined up (One house for 2 women and one house for 2 men).
- Confirm that all dinners and lunches are lined up and inform them of any specific dietary needs that your team has.
- Are there any changes to the daily/weekly schedule?
  - Adoration/Confession with high schoolers on Tuesday night
  - Grade school Confessions at 11:00
  - Grade school Mass at 11:30
  - Confirm parish supper time (if happening)
- Exposition and Confessions at 7:00 – 8:30pm on Tuesday with high school?
- Confirm departure time. (i.e. if you plan to stay Friday night or need a Friday night dinner)
- Ask if there is anything else the team needs to know before arriving.
- **THANK** the Parish Coordinator and confirm once more the date and time of team arrival.

#### UPON ARRIVAL

Team meets with Parish Coordinator. (The Totus Tuus Team Leader should try to speak with pastor, especially when confirming the daily schedule and Mass/Confession/Adoration). Questions to ask:

- Check up on any unfinished business from your phone call like lunches/dinners, especially if not all slots were covered.
- Confirm any schedule changes.
- Especially confirm daily Mass and Confessions as well as Exposition/Confessions on Tuesday night.
- About how many students are expected? (It is especially helpful if you can get approximate numbers for each grade level).
- Will there be any non-Catholic students?
- Will you do Mass petitions, or would you prefer us to write them?
- At what age do your students start serving?
- Is it okay to have students lector?
- Should 1<sup>st</sup>/2<sup>nd</sup> grade students come up for a blessing or remain in pews?
- Do you have any other preferences for the celebration of Mass?
- Can we take some music books out of church to practice for Mass?
- Is Father available to do the church tour on Wednesday from **2:00-3:00pm**?
- Are there any other students with special needs or is there anything he would like you to know about specific students?

- Are there volunteers for breaks?

Teams should ask to have a tour of the facility in which Totus Tuus will be held (often school or church hall). Ask these questions:

- Where and what classrooms/gathering spaces can we use?
- What playground areas can we use for recess and the water fight?
- Are there baby pools/trash cans/stock tanks in the parish we can use for refill stations during the water fight?
- Is there a first aid kit available for use?
- Is there a photocopier available for use?
- Are there candles/cross/table cover, etc. available for use for Tuesday night meditation with high school?

## MASS TALKS

Teams should choose one person to speak at each Sunday Mass. (The whole team can accompany the speaker to the front but ask the preference of the pastor first). Whoever is chosen to speak should introduce him/her and the team and cover the following points. They should also demonstrate that the team is very excited to be there:

- Thank the parish and pastor for inviting Totus Tuus to come to the parish.
- Tell them a little bit about yourself.
- Explain what the words “Totus Tuus” mean and a little bit about the program.
  - “Totus Tuus” is Latin for “Totally Yours.” Totus Tuus was the theme of St. Pope John Paul II’s pontificate, because by totally giving ourselves to Mary, we grow closer to her son Jesus. As Totus Tuus teachers we strive to do this by giving ourselves totally to Jesus through Mary.
  - Each year the program focuses on a set of mysteries of the rosary and a section of the Catechism. State what this year’s themes are.
- Children going into 1st – 8th grade will meet Monday morning at 8:45 a.m. and will stay through the day until 3 p.m. We ask them to bring their own bag lunch, snacks, and a refillable water bottle.
  - Please do not drop off your students before 8:30 am. We are personally not available to watch them before that time. (Check with your Pastor or Parish Coordinator before saying this)
- Make sure to invite more students to sign up, if there is room for them.
- For those going into 9<sup>th</sup> grade up to recent high school graduates, the high school program will begin at 6:30pm Sunday evening. Even if you cannot make it every night, please come when you can.
- Announce the Parish supper for Wednesday night at 6 p.m. and enthusiastically invite the whole parish to attend. (if the parish is hosting a Wednesday evening supper)
- Tell them that you are all excited to meet them all after Mass.
- The students will receive a Totus Tuus T-shirt on Thursday after classes.
- Thank the parish and Father again!

## SUNDAY AFTERNOON PREPARATION

Saturday evening is usually the best time to tour the facilities with the Parish Coordinator. Teams should use the information gained from your questions from the “Upon Arrival” checklist. Other set up responsibilities are as follows:

- Set up classrooms. There should be 3 classrooms for 3<sup>rd</sup> - 8<sup>th</sup> graders, each with enough chairs for the largest class. You will need one classroom for 1<sup>st</sup> /2<sup>nd</sup> grade. Teachers will rotate from classroom to classroom instead of having children move.
- 1<sup>st</sup>/2<sup>nd</sup> will need tables or desks for coloring. Also choose a room close to the bathrooms.

- Set up areas for pump-up and lunch. They can be in the same area but make sure there is enough room for a big circle and room to do games. Pump-up can also be done outside in some places.
- For large parishes you may need two Pump Up locations.
- Set up marked areas for students to store their lunches by class.
- Check tubs for supplies for the week such as string, 1<sup>st</sup> and 2<sup>nd</sup> grade packets, etc.
- Cut enough string for the week.
- If the Pastor wants the team to write their own petitions, write the petitions, or plan to do this with the students.
- Go through Gold Sheet of Power and assign tasks and classes for the week.
- Prepare for classes.
- Get snacks if your team wants to use part of the team stipend to get snacks for high school night. (You can ask for volunteers to bring snacks for the rest of the nights, except for Tuesday.)
- **Call pastor for the next week.**
- Look for the following items:
  - CD player
  - Meditation cross and candles
  - Dark room for Tuesday night
  - Good water sources and location for Friday water fight
  - Music books for music prep
  - Photocopier
  - First aid kit
- Record where you get each item. You will want to put the classroom back in the same layout as when you first arrived. It is recommended that you take a picture before you move items.

After preparation in the afternoon, any time left over is yours to use for preparing classes, polishing high school talks, napping, praying, reading, running, etc. Just make sure you are on time for dinner at 5:00pm with one of the parish families. You will need to leave dinner around 6:00pm, in order to be prepared when the high school group comes at 6:30pm. See high school section for more information about the rest of the night.

## MONDAY MORNING

- Arrive at 8am. Pray Morning Prayer and Rosary as a team.
- Have 1 or 2 people out front welcoming and the others directing traffic inside.
- Have some music going, interact with the kids, play games or icebreakers.
- Start a little later on Monday to maximize your initial audience.
- Have everyone sit in a circle (or half circle because of room). Save bleachers for music prep, Mass prep, and maybe, end of the day review.
- Pump up person stands in the middle; everyone else mixes among the kids.
- Pump up welcomes them to Totus Tuus and tells them what it means.
- Introduce yourselves: Tell them your first name and something about yourself.
- Ask, “How do we begin all good things?” “Prayer.” Have everyone stand up. Prayer Leader leads a prayer (spontaneous prayer followed by one every knows), and then all sit again.
- Give a couple simple rules:

- 1) Whenever any adult: one of us, Father, or one of the moms helping asks us to do something, we need to do it right away.
- 2) Point out any area or things that are off limits.
- 3) When a Totus Tuus team member yells certain things, they yell back and then get absolutely quiet and listen.

“Alright!—Okay!”

“God is good!—All the time!”

“Praised be Jesus Christ!—Now and forever!”

“Yay, God!—Boo, Devil!”

Practice it a few times: loud, slow, fast, soft, accents, against each other, whatever. Make sure they get the silence part too.

\*\*Practice this right away or you will hate yourself!!!

- Review the rules.
- Pump Up leads a song. The ideal is “Rise and Shine” since you can go right into the idea of covenant from there.
- Pump Up tags-out to String person.
- String asks if anybody knows what a covenant is. It can be either a promise between God and man, or between people and people.
- Go through some examples of covenants, including Noah and ask what God promised Noah and what the sign was for that promise.
- “Here at Totus Tuus we have a covenant too, between us and you. We promise to give you 110% of our Energy, Attention, and Fun, and you promise to give us 110% of your Energy, Attention, and Fun back.”
- “All day long, at Mass, at Pump-up, at Music practice, we’re watching to see which group, 1<sup>st</sup>/2<sup>nd</sup>, 3<sup>rd</sup>/4<sup>th</sup>, etc., does the best the job of keeping the covenant, and the age group that does the best gets a special prize on Friday. If everybody does a good job keeping it, then we’ll all get to do fun stuff at the end of the week.”
- “We have a sign for our covenant too. Each day you’re going to get a different colored string to remind you of the covenant we’re keeping.”
- “The string is also going to help us remember the Mysteries of the Rosary we’re learning.”
- Review other sets of mysteries if they’ve had them, and even the fruits of the mysteries, if some think they remember.
- Have them guess which mysteries they’ll wear and study this year.
- Once they get the mysteries correct for this year, ask what the first one is, and ask some questions about it.
  - “Every Mystery has a fruit that goes with it, the thing we ask for God to give us as we pray this mystery.” Have them guess the fruit for the first mystery.
  - Have them guess the color of the string and give you a reason why.
  - Say a few words about the fruit and the mystery and then have some (2-4) of the kids who gave correct answers help you pass out the string.
    - Tell them to raise their hand if they need help tying it or ask a big kid nearby by them to tie it. Don’t let this take forever.
    - Hint: When passing out string, have two people start at one point and go opposite ways.
- “Wear these all week. Don’t take it off because that would be like forgetting the covenant.
  - You can swim with it, you can play sports with it. You don’t need to take it off.”
  - “What should happen to you if you lose your string?” “Gotta sing a silly song.”

- When everybody's tied up, review: what a covenant is, what's our covenant, the first mystery, its fruit, its color and why.
- String really shouldn't go over 10 minutes on any day.
- String tags back to Pump Up who does another song.
- Have 1<sup>st</sup>/2<sup>nd</sup> stand up (unless Pump Up is 1<sup>st</sup>/2<sup>nd</sup>'s teacher) and tell them to follow their teacher.
  - 1<sup>st</sup>/2<sup>nd</sup> should always go first or last to limit trampling. Preferably first, because of time, unless specifically stated they should be last.
  - 1<sup>st</sup>/2<sup>nd</sup> teacher lines them up, ladies first, and leads them out while others sing "nah-nah nah-nah" song.
- Pump Up should save their class for last.

## MONDAY-FRIDAY GRADE SCHOOL DAY

8:45 am	Prayer, Pump-up, String
9:30 am	Class Period #1
10:00 am	Break
10:15 am	Class Period #2
10:45 am	Mass Prep/Confessions
11:10 am	Music Prep
11:30 am	Mass
12:15 pm	Lunch and Recess
1:15 pm	Cool Down/Water Break
1:30 pm	Class Period #3
2:00 pm	Break
2:10 pm	Class Period #4
2:40/2:45 pm	Gather, Review, and Closing Prayer
3:00pm	Dismissal

### MORNING

Following Pump Up, we go to our first period. 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup>, and 7<sup>th</sup>/8<sup>th</sup> grade teachers will teach the mystery for the day. 1<sup>st</sup>/2<sup>nd</sup> grade teacher will follow 1<sup>st</sup>/2<sup>nd</sup> grade curriculum. Break follows first period. (1<sup>st</sup>/2<sup>nd</sup> grade should arrive early to limit trampling).

*See Schedules and "Elements of Totus Tuus" for Mass Prep, Music Prep, Breaks, Parish Supper, etc.*

### END OF THE DAY

All the classes go to the gathering place after 4<sup>th</sup> period and review what was learned for the day along with the string and mystery. The Prayer Leader leads the end of the day prayer. Now it's Banana Song time! After "bananas, split!" hold the door open, give the kids high-fives, say good-bye, and try and get their names right. Also, it is important that at least one teacher supervises the students until the last child leaves. Watch to make sure all students get to their cars safely. In larger parishes ask for a roster to mark off each child.

## DAY BY DAY EXTRAS:

### MONDAY

Sign up students to lector and to serve for the week.

### TUESDAY

Send home reminders about the Parish Supper on Wednesday (if happening). Set up for high school meditation night in the afternoon.

### WEDNESDAY

Team wears Totus Tuus polo shirts. 1<sup>st</sup> and 2<sup>nd</sup> grade goes on church tour after water break. Constantly remind kids to come to the Parish Supper in the evening (if happening). *See Parish Supper in "Elements of Totus Tuus"*. In the afternoon, make sure everything is ready to go for the Parish Supper. At high school night finalize Thursday plans.

### THURSDAY

During one of the afternoon breaks or at the end of the day, announce the winning/best class and have them begin the water balloon fight on Friday. Also send home water fight reminder sheets with kids at the end of the day. It is a good idea to figure out water fight logistics on Thursday afternoon such as where the water fight will be held, where refill stations and hoses will be, etc. You will also want to find high school volunteers during high school night willing to fill water balloons in the morning on Friday or fill them with team that night. Hand out Totus Tuus t-shirts to students.

### FRIDAY

*See Friday in "Elements of Totus Tuus"*.

## GENERAL TEACHING INFO

- One of the best things that you can do to aid classroom management is to learn everyone's name as soon as you can. Try playing the name game the first time you have a group of kids and then review and practice constantly.
- Begin every class with a prayer.
- Discourage bathroom breaks during class.
  - Especially with 1<sup>st</sup>/2<sup>nd</sup> grade, stop at the restroom every time you make a transition.
- Ladies first. Totus Tuus practices true chivalry and team members, both ladies and gentlemen, should exemplify this.
- Use words carefully. "Crap" and "sucks" should be avoided and "retard" and "gay" should NEVER be used.
- Give older kids responsibilities. Use 7<sup>th</sup> and 8<sup>th</sup> graders among 1<sup>st</sup> and 2<sup>nd</sup> grade at Mass. Behavior will be better if they know they are setting an example for the younger ones.
- Have each grade cohort keep the room and teachers rotate classrooms.
- "It is the certainty, not the severity, of the punishment that makes it effective."
- Review constantly, even if it seems like it's old hat. Call on the kid that doesn't answer all the time since he/she is the measure of how well the whole class knows it.
  - When covering review material, ask who can stand on a chair and proclaim for the whole class without help e.g. the 10 commandments. Switch people or let them call a "life line" if they get stuck.

- When a kid forgets or gets a wrong answer, ask someone to give them a hint; or better yet, let them call on someone (unless everyone always picks Leonard, the 8 year-old encyclopedia).
- Wait a little longer before calling on someone, some need a little longer to compute, or remember, or even just to formulate a guess. Also, don't just call on the kids who have their hands up. Some kids know it, but don't raise their hands because they are afraid of being wrong. Some kids just need to be challenged to try.
- Have a special "big word" for the day. Tell them to tell their parents about it. Test them on it the next day. Write new words on the board. See if they can pronounce it or know what it is.
- Keys to interesting teaching: SPACE: Story, Picture, Acting, Comparison, Example
- You always have to be the **most entertaining** thing in a room, i.e., use props, call on kids, jump around; make an all-out fool of yourself.

## HIGH SCHOOL HELPERS

During the day program, you may have high school volunteers. This is awesome for two reasons. First, you get extra help in the classroom. Second, you have more opportunities to connect and build relationships with them. On the first day, gather your helpers and thank them for volunteering their time for the program. Lay out some ground rules and expectations for the classroom. Be firm when asking them to stay off their cell phones during class.

## HIGH SCHOOL NIGHTS

High School nights run Sunday through Thursday. Tuesday is a night for adoration and confessions and Thursday is a social night. Sunday, Monday and Wednesday, team members will give talks. The goals of high school night are the following in this order: 1) to establish personal connections 2) to give them a reason to be interested in what you're saying 3) to present the material in a practical, pastoral and palatable way.

High school nights should begin casually. You should be doing something like tossing a Frisbee, kicking a soccer ball, throwing a football etc. so that students can join easily. When they arrive, it's better to talk in small groups rather than trying to get them to talk to the whole group, "AA style," which is painful and doesn't produce conversation with high school students.

Sunday, Monday, and Wednesday, different team members will be giving talks on a variety of subjects so you'll want to find a space that will accommodate that. Set up the room however you like but remember that it shouldn't feel like a lecture or an AA circle. Team members should distribute themselves throughout, sort of like grade school lunchtime.

During the talks, avoid referring to them as "kids" or using the phrase "when I was your age". You want them to relate to you instead of distancing yourself from them. Try using "young people", "young adults", "our generation", or "high school students." Also, it's okay to use "you" and "you guys" in the positive things, like "You can make a difference." However, first- and third-person are better for negative things, e.g. "We all have to admit we're sinners." "Young Catholics need to be serious about their faith." Another good thing to do is present them with good Catholic reading for their age group.

Wrap up each night by 8:15pm followed by Night Prayer. If they want to hang out for a while afterwards, give them the time but don't go later than **9:00 pm**. Also, before night prayer on Sunday night, explain a little bit about the Liturgy of the Hours and how it works, why we do it, who prays it, etc.

Other notes: Unless snacks are planned, suggest that people can bring their own snacks (not on Tuesday though). Don't be a pain to your fellow teachers while they are teaching. One team member should be in adoration praying

for the team member who is giving a talk. Invite them to come to the water fight on Friday (ask if they want to fill balloons on Friday).

## HIGH SCHOOL TUESDAY NIGHT

You'll probably want to prepare for Tuesday night in the afternoon on Tuesday (i.e. don't leave dinner early to do it or don't think you can get it done in 5 min before high school night). You'll need a dark room, a large crucifix, CD player (or phone and speaker), candles, examinations of conscience sheets, and books/material for adoration. Walk through the entire thing, making sure that it all works and that everyone knows their cues.

Tuesday night adoration and confession shouldn't necessarily be a surprise, but by the same token, some kids might purposely avoid that night if you keep saying "Tomorrow, when we have confessions." A safe middle road would be something like, "Frequent use of the sacraments is a key to building virtue. Later this week, we'll have the opportunity to go to confession and adore the Eucharist."

The night should begin about 7:00pm with a talk. Respect the priest's time, be on time. There are two elements that need to be covered: **Adoration** and **Confession**. You may present these as these two talks or combine them into one. Many team members begin with **Adoration** and then move to **Confession**. This flow will make time for meditation, which is meant to prepare the young people for individual Confessions. The talks can be personal so that you can inspire confidence in the students for both their confession and their prayer time.

Next, tell them that they are about to hear a meditation before holy hour. Ask them to follow one of you in complete silence, and to observe silence until you reach the church. First take them to the meditation room that you prepared earlier. This room should have a small table, covered in a cloth, with the crucifix and candles. You can set up chairs and leave room for people to sit on the floor. The room should be completely dark. Have a song playing as they walk into the room. Then a meditation is read or spoken. After this, play another song and/or read an examination of conscience. When you're ready, lead the students in silence to the church.

Have them spread out when you get to the church. Let them know where to find any books/materials for Adoration/Confession. Give them the opportunity to go to Confession first. However, you might have to lead by example if they hesitate for a long time. If it seems appropriate, you can very quietly play music after a while from a CD or instruments. Depending on time, you can either do Night Prayer and then have Benediction, or vice versa. For Benediction, you'll want to ask the priest if he wants a server. Have a team member serve if he wants a server.

## HIGH SCHOOL THURSDAY

Thursday is a social night. The weekly stipend pays for the team's social night activity cost. The parish might contribute, but otherwise students pay for activity costs. Be considerate. You'll want students to bring food if that's involved.

Good social night ideas:

- Have a party and play games at the church (shaving cream whiffle ball)
- Bowling
- Bonfire
- Activities which encourage interaction among the youth

Bad social night ideas:



- Movies
- Miniature golf

## CLASSROOM MANAGEMENT TIPS

1. Learn every child's name as soon as you can.
2. Keep in mind that many of the children you will teach during the summer spend a great majority of their time in the school months getting told to SIT QUIETLY in their school classrooms or STAND QUIETLY in lines at school.
  - This doesn't mean there shouldn't be quiet, instructional time during class periods, but do keep the suggestion mentioned above in mind. Don't let Totus Tuus become summer school. Keep the kids moving/raising their hands/engaged/etc. as much as possible.
  - With that in mind, stress that there will be plenty of times for the kids to move and be loud, but there *are* times when the kids will need to be attentive and listen. *Especially* during Mass and prayer times.
3. In the very first class period go over classroom *procedures*. (Try not to use rules—more on that later). Keep them simple and **be consistent** with them. Present the procedures on the first day, at the beginning of each day, and at the beginning of class.
4. Use the Good Deed Beads incentive and be consistent with it. (see curriculum for more on Good Deed Beads.)
5. Make good use of your high school helpers—do NOT just let them sit around or visit with their friends (or distract the kids). Be clear with them about your expectations of their role as helpers. (more on high school helpers later in this manual).
6. The average attention span for kids is around 10 seconds. Always be moving around the room and keep kids engaged. Younger students are great at asking questions, but things can get off track quickly. Encourage their curiosity, but don't let them sidetrack the entire class.
7. Anytime there are Bible passages to be read aloud, or really any kind of read-aloud time, have kids be involved in it. For the older kids, pick volunteers to help read. For younger kids who can't read well yet, have them act out the story as you go. Or if you decide to read the story yourself, be VERY engaging (use accents, modulate your voice, create character voices) and even ask clarifying questions as you go.
8. *Why do we need to worry about classroom management? We only have the kids for a week!* Yes, you only have the kids there for a week, but setting a tone the first day will help determine how that week will go—for you, and for them.
9. Having only a week can also work in your favor—the kids won't get “used” to you, as happens in their regular school classrooms. Use this to your advantage—constantly keep them guessing about what you'll do next, whether it be a silly joke, starting to teach in a funny accent, etc.

### Additional Teaching Tips

- Discourage bathroom breaks during class. Stop at the restroom with 1<sup>st</sup>/2<sup>nd</sup> grades every time you make a transition.
- Use words carefully. “Crap” and “Sucks” should be avoided. “Retard,” and “Gay” should never be used.

## HARRY WONG - CLASSROOM MANAGEMENT

*Harry K. Wong, Ph.D., best-selling author and motivational speaker, has offered guidance to tens of thousands of teachers and school leaders over the past three decades. A former science teacher, Wong has written and co-written several books, including "The First Days of School: How to Be an Effective Teacher." More recently, Harry and his wife, Rosemary, wrote "The Classroom Management Book."*

### TOO MANY TEACHERS DO NOT TEACH

- They do activities, and when problems arise, they discipline.
- Many classrooms are unmanaged, and as a result, little is accomplished in them.

### A SUCCESSFUL TEACHER IS READY

- The Work Is Ready
- The Room Is Ready
- The Teacher Is Ready

### THE THREE MOST IMPORTANT WORDS TO A TEACHER

- Preparation, Preparation, Preparation

### SEVEN THINGS STUDENTS WANT TO KNOW ON THE FIRST DAY

- Am I in the right room?
- Where am I supposed to sit?
- Who is the teacher as a person?
- Will the teacher treat me as a human being?
- What are the rules in this classroom?
- What will I be doing this year (week)?
- How will I be graded?

### LEARN TO USE NONVERBAL LANGUAGE

- A nod, a smile, a stare, a frown, a raised eyebrow, or a gesture is often all that is needed, and it does not even disturb the class at work. Body language can speak volumes. Use it to manage the classroom and minimize disruptions.
- The effective teacher starts the class immediately with an assignment, not roll taking. (For Totus Tuus, this could mean starting each day with an icebreaker game to help people learn names, or a fun review of the material learned the previous day.)

### PRIME TIME IN SCHOOL IS THE FIRST FEW MOMENTS IN A CLASS

- If you miss these moments, you jeopardize the success of the entire class.
- Student on-task work is the major activity during academic prime time. The students must immediately get to "work" when they enter the room.

### THE THREE MOST IMPORTANT STUDENT BEHAVIORS THAT MUST BE TAUGHT THE FIRST DAY OF SCHOOL ARE THESE:

- Discipline
- Procedures
- Routines

## THE INEFFECTIVE TEACHER

- May have no clearly defined rules.
- Communicates rules sporadically and as they are suddenly needed to stifle a situation.
- Conveys rules in a gruff, angry, and condescending manner.
- Winces, shrugs, or conveys via facial expression or body language disbelief in what is being said.
- Conveys that “I’m only doing this because the administration wants me to do it.”
- Tells students, “If you don’t want to learn, that’s not my problem.”
- Berates students with meaningless phrases to convey expectations “Don’t you know any better?” or “How many times do I have to tell you?”

## THE EFFECTIVE TEACHER

- Has a discipline plan that does not degrade students.
- Makes good eye contact
- Provides a copy of the plan for each student. (for Totus Tuus, this could mean listing the procedures clearly at the front of the room—no need to print out a list for students)
- Enforces the procedures/consequences consistently.
- Has learned how to discipline with the body, not with the mouth.
- Teaches students the concept of consequences and responsibility.
- Has self-confidence and faith in his or her capabilities.

**The number one problem in the classroom is not discipline: it is the lack of procedures and routines.**

A **rule** is a dare to be broken. A **procedure** is not...a procedure is what we **do**, a **step** to be learned.

## PROCEDURES TO THINK ABOUT

- Procedure for dismissal at the end of the period or day
- Procedure for quieting a class.
- Procedure for the start of the period or day.
- Procedure for students seeking help.
- Procedure for the movement of students (to Mass, confessions, etc.)

## EMERGENCY PROCEDURES

It is imperative that the proper, prudent safety efforts are used to avoid emergency situations. It is still possible that emergency situations will arise.

Students must be counted in each transition. If there is ever a missing student, first calmly recount them and get the students into a safe place such as the classroom or a supervised cafeteria. First, identify who the student is. If there are high school students helping at that parish, leave them with the class and meet with the Parish Coordinator and tell your teammates about the situation. Double check the bathroom and re-trace your steps. If the child still is not found, contact the Pastor. If the situation were to persist and authorities are contacted, the

team leader must call **Linda Freese's cell: 207-653-0274** or **Fr. Brad Morin 207-613-1091** (to give an assessment of the situation). Most scenarios like this are less than a minute and the child is located or there was an initial miscount. Even in these situations, make the parents aware during pick-up (it is important that they are made aware from a respected authority). During recess the children are never to be unsupervised. They need to be with the team at all times.

If there are minor scrapes or cuts, the Parish Coordinator or "cookie mom" can assist. Any bruises, falls or collisions that occur during the day need to be reported to parents during pick-up.

If a student opens up about an abusive situation not involving a priest, religious, or diocesan employee/volunteer, contact the Pastor as soon as possible. It may not be possible to leave the children at the moment. If the report occurs in the morning, pull Father aside after confessions and Mass. If it occurs in the afternoon, immediately reach out when the Totus Tuus day ends. After contacting the Pastor, you need to report the situation to Linda Freese or Fr. Brad Morin. If there is an allegation regarding a priest, seminarian, religious, or diocesan employee/volunteer, your first contact is **Mike Magalski**, Diocesan Victim Assistance Coordinator, at **207-773-6471**. If the reported abuse involves an alleged abuser present at Totus Tuus, immediate steps should be taken to ensure the alleged victim is removed from any potentially threatening situations and monitored by a pair of adult team members/counselors until appropriate action can be taken.

If a team member is missing during non-ministry times, contact Linda or Fr. Morin as soon as you suspect it is suspicious.

**Emergency Contact personnel:**

<b>Fr. Brad Morin</b>	<b>207-613-1091</b>
<b>Linda Freese</b>	<b>207-653-0274</b>
<b>Jeff Schinstock</b>	<b>402-473-0625, 316-993-7581</b>
<b>Dan Lacourge</b>	<b>802-448-3514</b>

For questions about Totus Tuus that are not emergency related, contact Linda (207-653-0274).

## DISCLOSURE OF ABUSE/SUICIDAL IDEATIONS

### WHAT SHOULD YOU DO IF A PARTICIPANT DISCLOSES ABUSE TO YOU?

Even though we know that one in five girls and one in ten boys will be sexually abused before they turn 18, it can be a surprising experience when a child tells you about his/her abuse. Use the following steps as a guide to make sure you react appropriately to any child who chooses to disclose his/her abuse to you.

- Stay calm. Though you might experience feelings of shock and anger, it is important that you remain calm in front of the child. Seeing your strong emotions may overwhelm the child and cause him/her to be wary of sharing additional information.
- Listen carefully to the child. Sit on the child's level and give him/her your full attention so that he/she knows you're taking him/her seriously. Be careful when asking clarifying questions; asking a child for

specific details about the situation may overwhelm and confuse him/her. Once the situation is reported to the civil authorities, a trained professional will speak with the child and gather details about the abuse in a way that feels non-threatening to the child.

- Believe what the child tells you. Studies show that less than 5% of children lie about being abused. Most children do not tell anyone about their abuse; it is crucial that you believe a child when he/she does have the courage to speak up.
- Reassure the child and explain that you will help to keep him/her safe. Tell the child that he/she was very brave to tell you what happened and that the abuse is not his/her fault. Explain that you will report the abuse to someone who will be able to help and that you will do everything in your power to keep the child safe.
- You should not navigate this situation alone. Please involve the parish coordinator and the Program Coordinator. Speak with the parish coordinator and the Program Coordinator as soon as you can. Report all allegations and suspicions of child abuse or neglect to the Maine Department of Health and Human Services. If the alleged abuser is a clergy member, religious, diocesan employee, or diocesan volunteer, contact Mike Magalski, Diocesan Victim Assistance Coordinator, at 207.773.6471. If there is an emergency situation, call your local law enforcement agency or 911.

**Note: Even though the nature of this topic is extremely sensitive and private, make sure not to discuss this alone with a student. Remain visible to other adults. What should you do if a participant suggests they are suicidal?**

**Do:**

- Be yourself. Let the person know you care, that he/she is not alone. The right words are often unimportant. If you are concerned, your voice and manner will show it.
- Listen. Let the suicidal person unload despair, ventilate anger. No matter how negative the conversation seems, the fact that it exists is a positive sign. You're not a mental health professional, but listening is very powerful.
- Be sympathetic, non-judgmental, patient, calm, accepting. This person is doing the right thing by talking about his/her feelings.
- Offer hope. Reassure the person that help is available and that the suicidal feelings are temporary. Let the person know that his or her life is important to you.
- Take the person seriously. If the person says things like, "I'm so depressed, I can't go on," ask the question: "Are you having thoughts of suicide?" You are not putting ideas in their head, you are showing that you are concerned, that you take them seriously, and that it's OK for them to share their pain with you.

**Don't:**

- Argue with the suicidal person. (Avoid saying things like: "You have so much to live for," "Your suicide will hurt your family," or "Look on the bright side.")
- Act shocked, lecture on the value of life, or say that suicide is wrong.
- Promise confidentiality: refuse to be sworn to secrecy. A life is at stake and you may need to speak to a mental health professional in order to keep the suicidal person safe. If you promise to keep your discussions secret, you may have to break your word. Let the individual know that you want to get them the help that they need, and this may involve speaking with a priest or their parents.
- Offer ways to fix their problems, or give advice, or make them feel like they must justify their suicidal feelings. It is not about how bad the problem is, but how badly it's hurting this individual. Source:

*Metanoia.org*

If you have any discussion of abuse, suicide or any other serious issue with a participant, you are required to tell the parish coordinator and the Program Coordinator. In some cases, it may be appropriate and helpful to have the parish priest speak with the participant.

## ELEMENTS OF TOTUS TUUS

### STRING AND COVENANT

Remember: There is no yellow in Totus Tuus. It's gold. Never surrender on this. Remember to get the string from the tub before pump-up, but keep it hidden. Bring extras of previous days' colors. Some kids may not have been there the day before. Hold on to some too. You might need one after recess, etc.

Covenant Check: On Tuesday, after some songs, Pump-up has everyone sit down and String calls out "Covenant Check" in which the students must show their string. Teachers go around and call up kids who don't have their strings. Assign the kids a song, run through the words and motions, and while all the kids and teachers sing, they must do their parts. If it's totally weak make them do it again. Give the singers the previous days' colors and anyone who missed them. Repeat on following days.

String Review: Questions to ask: Of what does string remind us? What is a covenant? Go over: our promises, which set of mysteries, the mysteries we have covered so far, their fruits, and why each color. Ask about today's mystery, fruit, color; and have them help pass them out. Don't let people braid their strings during the tying time or in class; wait for free time.

### BREAK

1st/2nd grade should be first to break. Start moving at 9:55 am. Line kids up, give them cups and write their names on the cups, then send them through the line. (Sometimes moms will have drinks lined up and filled already. That's ok, just be sure to get names on the cups as kids go through the line.) Start by allowing two cookies. If there are a lot left over, you can make the call to allow thirds. After everyone gets their cookies, the team should spread out, sit with the kids and learn their names. Sit with different groups at different times. Use this time to meet age group(s) you won't be teaching. Suggest using the restrooms before going back to Music Prep or 2nd period.

### MUSIC PREP

1st/2nd grade should join in for Music Prep. Whoever is in charge of Music Prep that day will lead. Others should mix in and keep everyone focused. Prior to Music Prep, you should have 4 songs picked out: Entrance, Offertory and Closing from the books and a Communion hymn that doesn't require books. Mass music is best done a cappella due to the time involved with the instruments and you won't want to give up a teacher in the pews. Go through each of the songs (just a verse or so), starting on a note that you, your fellow teachers, and the kids can handle throughout the song. Traditional songs are generally easier since kids already know many of them and they're easier to sing, but you can use new stuff if you can lead it.

After going through the songs for Mass, you can introduce Latin Mass parts. If you're going to do this, inform the priest first and let him know which parts you'll be doing each day. Talk about Latin as the official language of the Church—it's universal so you could go to Nigeria and hear these Mass parts. (Pope Paul VI said every Catholic

should know this set of tones). When going through the Latin, just have them mimic you. Having them read the words out of the Missal might actually make it harder. Go one section at a time, having them repeat it and translating for them. Then sing it a few times all together. Some kids will be pros, especially if they hear the parts at daily Mass at school, other will need more time.

Other notes: The Music Prep Person should give song numbers to Lector/Server Person to put up on the board. Remind kids who don't want to sing that St. Augustine said singing is praying twice. Communion song ideas without books: Father I Adore You, Sanctuary, Jesus Remember Me, This Is Jesus.

## MASS PREP AND CONFESSIONS

This is the most time-constricted part of the day. Ideally, Confession Duty is assigned to the 2nd period teacher of whichever class has Confession that day. At 10:55 am the Confession Person takes them to change (quickly) and then, either at the meeting place, or in church, reads an examination or shows them where to find one. Ask Father if he prefers a group Act of Contrition. Your first kid should be walking into the confessional at 11:00 am, sharp. If you have several kids to go and it's almost time for Mass save them for the next day. If at the end of the week you still have kids who haven't gone, tell Father how many you have left and see if he wants to hear them after Mass. Have them sit on bleachers or in pews, in a group facing you. The Server/Lector person can either be the same as the Confession person or be the fourth person who isn't already doing Mass Prep, Music Prep, and Confessions. If you choose to have the same person do Servers/Lectors and confessions, after starting confessions, help out the lectors.

They do second period as usual, and then either before or after a bathroom break they do their own, age appropriate Mass Prep. They should head over at 11:20 am (if on Schedule A) to Mass. Make sure they genuflect correctly (right knee down) and reverently.

## MASS

After Mass, prayer leader should lead everyone in the Angelus. Cards should be distributed and collected every day. Angelus Cards are found in the tub but keep them in the back of the church once the week starts. After the Prayer Before Meals, Prayer Leader should dismiss for lunch. (Once again 1st/2nd grade should go first). 1st/2nd grade should change before lunch to avoid ruining their Mass clothes. 3rd-8th can dismiss directly to lunch.

## LUNCH

After Mass, all grades can go right to lunch. The team will have lunch prepared by a family. You should take your lunch and spread out as at cookie break. Watch for kids who forgot their lunch. Try to avoid having kids trading or sharing their food, to avoid potential spreading of germs. As kids are finishing up have one teacher ready to take the first group out to recess.

## RECESS

After lunch, around 12:15 pm, students can begin dismissing for recess. Make sure there's a teacher in every location that there are students (i.e. don't send them to recess alone or leave anyone inside alone). During recess you might have to pitch, referee, play, or just hang out. Also, it is necessary that teachers do a head count right away so that just as many kids come in from recess as the number that went out.

## WATER BREAK

At 1:15 pm bring students in for water. If it's really hot, only water. Make them each drink at least one or two cups of water. Call them back up if you must. Don't let recess and running around continue indoors. Encourage games that keep them still, or sing songs, tell stories, etc. Around 1:35 pm, Pump-up tells them to finish up, makes sure all trash is thrown away, and then calls next teacher assignments. On Wednesday, don't call 1st/2nd because they're going to the Church Tour from there. There really isn't a "break" between the last two sessions. At 2:05 pm, see if others are ready to switch, take your kids quietly into hall, and trade off. Let them use the bathrooms. Aim for a switch of 5 minutes total. 1st/2nd just takes a bathroom break and returns for next class.

## PARISH SUPPER

The parish supper (or other family activity) on Wednesday night is your chance to convince the students' parents that Totus Tuus is awesome (which it definitely is). This is an opportunity to meet and love the people of the parish, so take advantage of it!

Where to sit: Begin by spreading out during dinner instead of sitting as a team. If you know your students well (which should be your goal) take the time to talk to the parents of those kids and demonstrate that you're taking the time to get to know their kids.

Presentation: As dinner winds down, collect the kids, pick some of their favorite songs and address the parents. You will want to introduce yourselves again and thank the parents for sending their kids to Totus Tuus. Then ask the kids some questions to show off their knowledge. Be sure to explain string and ask a few questions about the mysteries and fruits. Then have the kids sing some of their favorite songs. Make sure to sing at least one faith related song. In some parishes it will be more appropriate to stay away from the silly songs on parish supper night because parents want to see more of what kids are learning and in other parishes it will be fine to sing "The Moose Song" or "The Turkey Song."

Reminders: After singing, you should address the parents again with reminders about Friday's water fight. Tell them to look for a sheet with reminders that will be sent home Thursday (unless the potluck/water fight reminder was on the same sheet and sent home on Tuesday), but also let them know the following information (just in case the sheets don't make it home):

- Everyone participating in the water fight must have shoes or sandals.
- Everyone participating in the water fight must wear a shirt over his/her swimsuit. Girls must also have shorts (boys will have swim trunks).
- Water guns/cups/bottles must come to the check-in point EMPTY on Friday morning and should have students' names on them.

## FRIDAY AFTERNOON

**Morning:** Friday is a crazy fun day! The schedule for the morning is the same as Monday-Thursday except one team member should be checking in water guns as students arrive and making sure all guns are marked with names.

**Lunch and Recess:** During recess, teachers can change into water fight clothes one at a time. If you have high school helpers, they can fill up water balloons for the water fight, begin hooking up hoses and preparing refilling stations. If you don't have high school helpers during the day on Friday, you can use high schoolers on Thursday night to help fill water balloons and then, during recess on Friday, two teachers can begin preparing for the water fight. You will need to make boundaries for the water fight and find a suitable area for a dry zone.



**Water Break:** Water break should begin around 1:00pm on Friday. Make sure students get at least one glass of water. Also at this time, teams can choose to split kids into groups to clean classrooms, gathering areas, and the church. You will have some time to kill because you don't want the water fight to last overly long. A water fight that lasts more than 40 minutes has the potential to be miserable.

**Rules:** Around 1:30 pm, gather everyone for rules. Some good rules to make very clear are:

- Explain water fight boundaries and explain the dry zone. The dry zone is the area where kids can go to take a break from the water fight. There is no shooting into the dry zone and no shooting from the dry zone.
- Students must listen to the teachers at all times. If they are sent to the dry zone for a time out they must go.
- No shots with water guns above the neck.
- When students hear "Hands in the air!" they must drop their weapons and raise their hands above their heads.
- No touching water balloons until a teacher places the balloons in their hands.
- Students must have t-shirt and shoes on at all times.
- All students must bring EVERYTHING outside and place it in the dry zone. They should also go to the restroom before going outside.
- Once they leave the building they CANNOT re-enter.

Repeat, repeat, and repeat the rules and then make them repeat the rules. They will immediately forget everything you've told them once the water guns are in their hands unless you repeat the rules many times.

**Water Fight:** Around 2:00 pm, gather for the water balloon toss/sponge races. Have two teachers in charge of the toss and one cleaning the victim. After the water balloon toss, you can begin the water fight (around 2:20ish). The water fight may not begin until you clean up all the water balloon debris. If necessary, re-explain the rules. As the water fight winds down, gather students for "Singin' in the Rain" and spray them with water at the end of the song.

**Dismissal:** At about 2:55 pm say a closing prayer and remind them that you will continue to pray for them throughout the summer. Now sing the Banana Song for the last time. You still MUST be watching kids and making sure they go to their correct vehicles even though this will be chaotic.

**Aftermath:** After all the kids have gone home, team should clean up (leaving everything cleaner than you found it), pray evening prayer, write and give out thank you notes to pastor, host families, parish contact, and anyone else who helped significantly.

**Note:** The above schedule can be adjusted to shorten water fight in case of bad weather or if you find that the water fight is dragging on. Simply add more singing, games, or a skit after the water break or you can lengthen recess.

# TOTUS TUUS COVID-19 MODIFICATIONS

## GENERAL COVID SAFEGUARDS

- All safeguards are subject to revision, based on the recommendations of the CDC and Diocesan staff.
- Communication between the Totus Tuus Program Leadership and Parish Coordinators and Pastors regarding Covid safeguards and response will be direct, clear, and timely. A walk-through of the facility by the Totus Tuus Coordinator and Parish staff either in person or virtually will be scheduled at least one month in advance in order to adapt Covid protocols to the specific layout of the parish facility and to put concrete plans in place.
- Communication with parents about Covid safeguards and response will be direct, clear, and timely.
- All staff will be asked to complete a Covid-19 symptom self-assessment online prior to each day of the program. Volunteers will be asked to fill out a Covid-19 symptom self-assessment form and to sign it each day of the program.
- Face coverings will be worn by all who facilitate or participate in the program, with the exception of during mealtime and outdoor activities, provided that 6ft of distance is maintained when masks are not worn.
- Students, volunteers, and staff will observe social distancing during the Totus Tuus program. In most situations, a 6-foot distance will be observed – especially during meals and at Mass. In classrooms, seating will be set up as close as possible to 6ft apart. In rare occasions that 6ft of distance is difficult to maintain, other forms of barriers and safeguards will be sought out.
- Participants will provide their own water bottles, meals and snacks during the program. Water will be made available to participants in a Covid-safe distribution.
- Facilities will be sanitized at the end of each day.
- Hand sanitizer will be readily available, and use will be encouraged throughout the day.
- Bathroom usage will be limited to the capacity of the facility, ensuring no overcrowding.
- A room and staff-member or volunteer will be designated in advance at each parish facility in case a student develops Covid-19 symptoms and needs to be isolated until they are picked up.

## TEACHING TEAM SAFEGUARDS

The teaching team will be encouraged to be fully vaccinated by the time Totus Tuus training begins in order to facilitate ease of work, travel, and community. Since teams travel together in the same vehicle and work closely together throughout the summer, they will be considered members of the same household during the summer. As such, they will not be required to wear masks when working, praying, or socializing together.

When staying in host families, the teaching team will exercise prudence. Since they arrive at 9:30-10PM in the evening and depart early in the morning, sleeping in a separate room or rooms from the members of the household, their exposure to host families will be very limited. Each host family situation will vary, but the teaching team should generally wear masks when they are interacting with host family members, unless all involved have been vaccinated.

## COVID-19 PROGRAM SAFEGUARDS

### **ARRIVAL AND DEPARTURE:**

- In order to accommodate longer registration times due to distancing, the day will begin at 8:45AM instead of 9AM.
- Registration will take place at outside tables beneath a covered area or canopy, in case of rain. If weather is good, families may form a socially distanced line outside for registration. If it is rainy, individual families may want to wait in their cars until it is their turn to register. Parents will be asked not to enter the facility during Totus Tuus in order to minimize the risk of Covid-19 transmission.
- During registration, a volunteer will take the temperature of each student and ask them a few simple questions regarding their possible exposure/symptoms as they enter the building.
- Students will be led to their cohort (class) as soon as they are registered and shown where to place their personal belongings.

### **LARGE GROUP SESSIONS:**

- Rather than mixing all ages together during large group sessions, the following four(4) cohorts (classes) will be established at the beginning of the week: Grades 1/2, Grades 3/4, Grades 5/6, and Grades 7/8. During large group gatherings, these cohorts will be separated and will not mix with each other. The high school grades will be considered a single cohort.
- The morning welcome and songs and afternoon review and closing prayer will take place in a facility where distancing can be observed. When the weather permits, large group gatherings will take place outdoors. During inclement weather, these sessions will take place in a large room that can accommodate students appropriately distanced. If no such facility exists, the session will be replaced with sessions by cohort in separate classrooms.
- Typical shouting and singing of Totus Tuus songs will be somewhat limited while indoors, per the discretion of the teachers.

### **CLASSROOM SESSIONS:**

- Classroom sessions will proceed according to the normal schedule, with the addition of masks and social distancing.
- Rather than students moving between classrooms, Totus Tuus teachers will rotate between classes during the day in order to cut down on the risk of transmission.
- Any craft or other materials used by students will be individually wrapped and sanitized prior to distribution and will not be shared among students.

### **BATHROOMS:**

- As in previous years, two adult volunteers will monitor bathroom visits throughout the day.
- The teaching team will review bathroom facilities with parish staff at the beginning of the week, as usual, designating an adult bathroom and student bathrooms and maximum capacities/distancing.
- Adult volunteers will establish a distanced bathroom line and make sure that the maximum number of students is not exceeded in the bathroom facilities that are available.
- Teachers will facilitate a staggered student use of the bathroom facilities, rather than all students going to the bathroom at the same time.
- Bathrooms will be sanitized at regular intervals.

**MASS:**

Totus Tuus participants will sit by cohort during Mass, observing proper distancing. Students who serve or read or carry out other ministries will do so according to Diocesan standards. Mass will be offered according to Diocesan protocols regarding the distribution of Holy Communion, etc.

**MEALS:**

When possible, meals will be taken outdoors. During inclement weather, facilities will be utilized as extensively as possible to allow for the greatest separation of students. Each cohort will have a designated meal location that is established at the beginning of the week. If classrooms are large enough, they may stay in their classroom. If not, they may move to a more spacious room/hall for mealtimes.

**BREAKS:**

When possible, students will take breaks outside. They will also be able to eat and drink any beverages and snacks they have brought.

**OUTDOOR FIELD GAMES ON THURSDAY NIGHT AND FRIDAY:**

Activities will be modified to maintain appropriate distance. Squirt guns will not be used on Friday afternoon. Instead, water balloons will be utilized extensively – as they can be placed in separate, sanitized containers.

**WEDNESDAY EVENING MEAL:**

Working with the Parish Coordinator and Pastor in advance, the Wednesday evening meal will be adjusted. An outdoor picnic meal with families bringing their own food is a possible option. An ice cream social or other kind of evening event could also be an option. The parish may also choose to cancel the Wednesday evening gathering altogether if it is deemed too difficult to plan and carry out.

**TOTUS TUUS COVID-19 INCIDENT RESPONSE PLAN****COMMUNICATION PLAN:**

Families will be directed to refer all Covid-19 related questions, information, and reports immediately to the Parish Coordinator. In the event of any Covid-19 related incident, the Parish Coordinator should be in direct and immediate contact with his/her Pastor, the Totus Tuus Coordinator, and the Teaching Team Leader. This group, in consultation with Diocesan staff (Elizabeth Allen, John Cavallaro, and Dave Guthro), will determine the appropriate response, including communication to families and any modifications to the program.

**CLOSE CONTACT EXPOSURE**

If a potential or actual participant in the Totus Tuus program reports that a close contact (member of their household) has tested positive for Covid-19 within the last 2 weeks but shows no symptoms himself/herself: This person will not be permitted to participate in the program 10 days have passed without anyone in the household experiencing symptoms. Refunds will be issued if exposure happens prior to the start of the program, but not after.

If the student who was exposed to a close contact becomes symptomatic himself/herself and tests positive within two days of having participated in Totus Tuus, the case will be treated as a direct exposure.

**COVID-19 SYMPTOMS**

If a staff member, volunteer, or participant begins to exhibit Covid-19 symptoms, especially an elevated temperature, loss of taste or smell, or lingering cough, they will not be permitted to continue participation in the program, pending a negative Covid-19 test result. If the Covid-19 test result comes back positive, and the person was on site prior to the onset of symptoms, the case will be treated as a direct exposure.

## **DIRECT EXPOSURE**

If a staff member, volunteer, or participant tests positive for Covid-19, the following protocol will be followed:

- Totus Tuus Coordinator, Teaching Team Leader, Parish Coordinator and Pastor will be immediately notified. They will immediately set a conference call to discuss response plan.
- Diocesan staff will be immediately notified. Maine CDC will be immediately notified by dialing 211. Working with the CDC, the extent of exposure will be determined by the Totus Tuus Coordinator, in consultation with the Teaching Team Leader and Parish Coordinator. An email will be drafted and sent from the Totus Tuus Coordinator to all affected families.
- In most cases, exposure will be limited to the cohort of the individual student. In such cases, the program will continue for the other grades, with only the affected cohort and non-vaccinated exposed volunteers and staff required to quarantine. The high school program is considered to be a single cohort.



## **OFFICE OF VOCATIONS**

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