



TOTUS TUUS  
COORDINATOR  
HANDBOOK

2018





# PARISH CONTACT Check list

## Prior to the Arrival of the Team

- Promote the program via flyers, announcements, mailings to youth, calling tree, personal invitations, etc.
- Communicate that youth bring lunches during the week. Decide if parish will host a cook-out and treats on Friday. If yes, then coordinate food, set-up, and clean-up details. *(Suggest men's club or women's club or High School Youth Group might help.)*
- Find separate housing families for men and women on team. *(close to the parish site if possible)*. Arrange for meals to be provided on Saturday evening and Sunday noon at these homes if possible.
- Arrange host families to provide supper at 5:30 p.m. on Sunday, Monday, Tuesday, 'Friday is optional'. *(different families than those providing housing)* Sunday meal could be brought to the parish facility instead of at a host family.
- Arrange for lunch providers to bring noon meals on-site for the team on Monday through Friday.
- Arrange for snacks and drinks to be prepared and served for the day program and available for the evening program.
- Find on-site volunteers to help during the day program (at least 1 adult on-site during day program). *Note that this does not mean that the same person has to do this for the entire day or even more than one day. It simply means there must be at least one adult available on-site at all times.* Also find volunteers to help with child care if you are choosing to provide it before 9:00 am and after 3:00 pm
- Find high-school/adult volunteers to help with 1st & 2nd grade classes *(1 volunteer for every 7 youth)* and other classes if they are large in number.
- Schedule priest(s) for Adoration and Reconciliation Tuesday at 8:30 pm for Jr/Sr High school. *(Recommend 1 priest / 10 youth)* Arrange for Reconciliation available before mass each day.
- Parish coordinators should also consider the various liturgical needs (i.e. sacristan, music, extraordinary communion ministers, etc...) that may need to be arranged in advance.
- Organize and promote the parish potluck, including help to set up and clean up - remember this is for the Whole parish, not just for those parents with youth in the program.
- Arrange for water hoses, water key (if needed), large barrels or trash cans, and/or stock tank or plastic pools to be available Friday afternoon.
- Arrange for CD player, candles, Crucifix, DVD player, and cloth for high school program.
- Team has contacted the parish at least one week prior to arrival. If not, then call Sister Barbara Ellen at 785-827-8746.
- Host final preparation meeting before the event to hand out volunteer duty/information sheets and be sure everyone knows the "what, where, and when". All volunteers should have the Child Lures Prevention training using the online CMG Training and background checks for all new persons at the time.

## Arrival and Weekend

- Team arrives at parish at least one hour prior to Saturday evening Mass
  - ◆ Meet parish contact person, short tour of facilities and supplies
  - ◆ Team may need a place to change clothes for Mass
  - ◆ Meet priest and discuss talking at Mass after Communion
  - ◆ Arrival at housing host families usually does not occur until Saturday evening after Mass (or after the evening meal if it is not at the housing host family.)
- Reserve site facilities for the team and help them set up if possible.
  - ◆ The team usually spends most of Sunday afternoon setting up and having a team meeting at the parish
  - ◆ The team will need access to the facilities and a copy machine.
- Schedule parish preparation meeting with Team, Parish Contact, Pastor, and possibly core team.

## During the Week

- Register participants and provide name tags for them.
- Arrange for Chapel / Church to be available during team prayer times, program prayer/liturgy times, and for 1st/2nd grade Church tour.
- Pre-plan the Thursday evening high school social activity.
- Collect Parental Release Forms for the Grade School Program Water Activities and the Jr/Sr High Thursday evening activity.
- If necessary, meet with team at 3:00 p.m. after the day program to discuss any issues or needs.
- Arrange for payment of program deposit in spring and final payment later to the Diocese of Salina, Office of Religious Education.

TOTUS TUUS

Parish Contact Information

Diocesan Program Contact:

Sister Barbara Ellen  
785-827-8746  
barbcsj@salinadiocese.org

*Thank you* for inviting Totus Tuus to your parish! We are grateful for your willingness to join us in our efforts to lead young people to Christ.

## **What Do I Do Now?**

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As the parish contact person you should have already set the specific week to have the Totus Tuus team in your parish. Now, to make sure everything runs smoothly, it's time to take care of some details.

### **Housing:**

\_\_\_\_\_ Host families are asked to provide sleeping arrangements, a morning continental breakfast and possibly snacks to refuel. Men and women are to be housed separately, therefore only two houses are needed. A teacher must not stay at a host family home by themselves.

\_\_\_\_\_ Housing for Men

\_\_\_\_\_ Housing for Women

### **Meals:**

Please plan to provide all of the team's meals while they are in your parish. So not to overburden the host family, typically lunch and dinner are provided by the parish and/or other families. The teachers eat lunch the same time as the children so meals need to be prepared ahead of time. Please arrange for families in the parish to invite the team to dinner. A family may prepare and serve the meal, have the food brought in, or take the team out to eat, whichever the family prefers.

\_\_\_\_\_ Arrange for team's lunches (12:15 p.m.) Sunday - Friday.

\_\_\_\_\_ Arrangements for team's dinners (5:30 p.m.) Saturday, Sunday, Monday, Tuesday, and Friday (optional)

\_\_\_\_\_ Thursday, team and Jr/Sr High School Students go on outing with supper provided.

\_\_\_\_\_ Arrangements for Potluck Dinner on Wednesday - Be sure to invite the parish a few weeks in advance. The team may send home fliers with the children.

### **Advertising:**

\_\_\_\_\_ In addition to Sunday bulletin announcements, you may also send information home with school or religious education students, place fliers in the back of church, or make pulpit announcements at Mass. A TOTUS TUUS representative is usually able to come and speak at Masses before the week of the program (upon request). Please call the office for more information.

## **Parish Potluck Supper**

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

**We encourage this to be a parish-wide event.** This gathering gives the team the opportunity to meet with families and other parish members. This is an excellent opportunity to meet parents and for them to get to know the teacher, where they are from, etc. During the evening the Team Leader will introduce the team and explain a little about the history and mission of **Totus Tuus**. To close the night, the team will lead the children in some songs for the parish.



## **Friday Afternoon**

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On Friday the daily schedule will be altered. We will follow the schedule through lunch, but then it is modified to allow for "fun time" on Friday afternoon. Students can still bring their lunches, or some parishes like to take this opportunity to have a "cook out" (usually hot dogs and chips). After lunch there will be no classes.

Friday afternoon can be spent in a nearby park or recreation area. After lunch there will be a water-balloon toss, and a "water fight" in which students can bring water guns, squirt bottles, buckets, etc. By about 2:40 p.m. the water fight ends and students help the team clean up the area. The parish is asked to provide water hoses and wading pools or a stock tank, etc. for filling water guns and buckets. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon. The day is closed with songs and prayer.

**\* If you have any questions about the above mentioned material please contact Sister Barbara Ellen at (785) 827-8746 ext. 29 or by email at [barbcsj@salinadiocese.org](mailto:barbcsj@salinadiocese.org).**

## Meals

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Plan to provide all of the team's meals while the team is in your parish **with the exception of Wednesday and Thursday supper.** Sunday after Mass and/or lunch with a host family is "team time" a necessary time of rest and recreation for the team. Because the schedule for the week and the entire summer is demanding, and, to observe Sunday as a day of rest, the team will have "down time" on Sunday afternoons for rest, recreation, fellowship, and to prepare for the coming week.

The host family provides a continental style breakfast at 7:00 a.m. Please inform the host family that cereal, fruit, or toast is sufficient.

Lunch for Sunday can be at the host families' homes. Lunch for Monday - Friday should be provided by a parish family or the parish at 12:15 p.m. Volunteers assisting in the kitchen can prepare the lunch or the team can fix sandwiches from food brought in. Buffet style works best, and whomever is providing the meal may want to bring extra food for the volunteers, priest, etc.

Supper is provided at 5:30 p.m. Since the team is on a tight schedule, please do not schedule supper any earlier or later than 5:30 p.m. unless notifying the Team Leader. Please arrange for families in the parish who would like to invite the team to supper. This allows for more families to be involved in hosting the team and provides an excellent opportunity for the team to interact with families of the parish. A family may prepare and serve the meal, have food brought in, or take the team out to eat. The team will leave the family's home no later than 7:00 p.m. These meals should be scheduled for Sunday, Monday, Tuesday, and **possibly** Friday evenings. Wednesday is the parish potluck. The need for a Friday supper should be determined when the Team Leader calls the Parish Contact **during** the week before the program. Usually by Wednesday of that week.

## Volunteers

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It would be helpful to have a few high school students or adults to assist in supervising the children during bathroom breaks, during recess, and for those who may become ill. Volunteers may be needed in the 1st and 2nd grade classroom to assist with crafts (suggestion: 1 volunteer/15 students). The team leader will have a meeting with the high school volunteers Monday morning to explain their responsibilities during the week. There should be **at least** two PARISH adults present in the building at all times during the day.

## Funding Tips

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The amount the parish charges for participating youth is entirely up to the parish. We recommend \$10 per child or \$25 for families of three or more. At \$10/child, a parish with 80 youth in the Grade School Program and 30 youth in the Junior and Senior High School Program would take in \$1,100 of the cost for one team. Throughout the years, many Knights of Columbus councils and parish women's groups have assisted in bringing the program to various parishes.

## Facilities:

In order for the grade school program to run smoothly, the team needs one large hall or room for main assemblies (this room may be used as a lunchroom or classroom, if necessary). The amount of participants and the number of teachers assigned to each parish will determine additional rooms.

- \_\_\_\_\_ Reserve Facilities
- \_\_\_\_\_ Readyng of teaching facilities for the summer program
  
- A. \_\_\_\_\_ Chalk/Dry Erase markers and erasers
- B. \_\_\_\_\_ Chalk Boards/Dry erase boards
- C. \_\_\_\_\_ Bibles (if available)
- D. \_\_\_\_\_ Bathrooms - marked "boys", "girls" and "adults" (if possible)
- E. \_\_\_\_\_ Lunchroom - place for volunteers to prepare lunches and drinks
- F. \_\_\_\_\_ Gathering area for songs and announcements
- G. \_\_\_\_\_ Playground area and possible equipment
- H. \_\_\_\_\_ Trash cans
- I. \_\_\_\_\_ Choice of classrooms (3-4 for one team, 7-8 for two teams; team members will set up)
- J. \_\_\_\_\_ Large Crucifix (for meditation with jr. high/high school youth)

## Volunteers:

We ask that a few volunteers be present throughout much of the day, the number will depend upon the number of participants and the particular needs of your parish. The main times that they are needed are 10:00 a.m. and between 12:15 p.m. and 1:55 p.m. for lunch and breaks. We have also found that help is needed in the first and second grade classrooms as well. Often we invite the participants in the high school program to help during the day.

## Mass:

TOTUS TUUS encourages the celebration of Holy Mass at 11:30 a.m. everyday. If a parish priest is unable to preside at Mass at any point during the week, we ask that an Extraordinary Minister of the Eucharist be present to conduct a Communion service. Otherwise, the children will say a Rosary, and/or Stations of the Cross.

\_\_\_\_\_ Please inform the parish priest of the following:  
*(these times can be adjusted by Father, but please let the team leader know if there has been any change)*

- \* Confession schedule - 11:00 a.m. daily
- \* Mass schedule - 11:30 a.m. daily
- \* Tuesday night Eucharistic Adoration and Sacrament of Reconciliation - 8:30 p.m.

\_\_\_\_\_ Invite parishioners and parents to attend Holy Mass (bulletin or pulpit announcement)

## Miscellaneous:

- \_\_\_\_\_ Please post copies of the Daily Schedule in gathering spaces located in the Parish Info Packet
- \_\_\_\_\_ Equipment for Friday water activities: at least 2 hoses, clean trash cans, large containers, stock tank, or plastic pool (for refilling water guns or cups).

## Facilities

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In order for the Grade School Program to run smoothly, the teachers ask for one large hall or room for their main assemblies. (This same room can be used as a lunchroom if necessary.) If the group is large, it is helpful to provide a microphone for the main speaker. The size of the student body and number of teachers assigned to each parish will determine the necessity of additional space. For one team this will usually mean having three or four other classrooms available for use. For the 1st and 2nd grade classroom, it is ideal to have an empty space near the board for the children to gather, as well as tables set up with chairs for their activities. Each classroom should have a chalkboard or a dry/erase board. Also, for the 1st and 2nd grade classroom crayons and paper will be needed. Of course, the church must be available for Mass.

## Snacks/Recess

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We ask the parish to provide drinks throughout the day. Water is a necessity, but we also encourage other drinks such as lemonade or Kool-Aid. The children will need drinks set out for them at three points during the day: 10:00 a.m. break time and at 12:15 p.m. for lunch, 1:00 p.m. after recess and 1:50 p.m. snack break. For lunch the children will bring sack lunches, but volunteers may be needed to prepare drinks. After lunch is a recess break. We also ask that the parish provide healthy snacks at the afternoon break (crackers, fruit, veggies, granola bars, trail mix, etc.) .We ask that your parish volunteers have the snacks and drinks ready to go at 1:45 p.m. Team sports are encouraged; therefore children are invited to bring Frisbees, gloves, bats, and balls.

## A Note for Father

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Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources this program requires. Time and time again, teams will tell us that the involvement of the priest was one of the most meaningful aspects of the summer. As these young people learn, grow, and discern, your witness is invaluable. We understand that your schedule may not allow you to be present all the time, but we warmly invite you to be a part of Totus Tuus in any way that you can.

Here are the times that the team will need your help for Sacramental purposes:

**Confession** for day program: Monday - Wednesday (Possibly Thurs.) at 11:00 a.m.

**Mass:** Monday - Friday at 11:30 a.m.

**Adoration and Confession** for evening program: Wednesday beginning at 8:30 p.m.

**Church Tour** for 1st & 2nd grade: Wednesday from 2:10 - 2:40 p.m.

**Children's Adoration:** Thursday from 1:40 -2:40 p.m.

## The Team

### Arrival/Setup

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The team arrives the Saturday afternoon prior to the week of teaching. Please inform the team leader if members of the team will be speaking at the Masses that weekend. Speaking at Mass is an excellent opportunity to publicize the coming week with a brief presentation about **Totus Tuus**. Often this presentation will help bring in more youth to participate in the week's program.

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

### Host Families

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Because the teachers are "out on the road" we ask that the parishes find host families to provide sleeping arrangements, a morning continental breakfast and possibly snacks to refuel. The team needs two "host homes," one for the men and one for the women. Men and women are to be housed separately. It is easier for the team and the parish if the host homes are close to the parish. The interaction at host homes is very valuable for both the teachers and the families. However, because of the Team's schedule, it is important to stress that occasionally the teams may be late getting home due to team meetings. Also, the team may not always be present at the host families' homes in the afternoons due to planning and setup.

Housing of team members takes place from their arrival Saturday **afternoon/evening** until their departure the following Friday evening or Saturday morning. Each team will provide their own transportation to and from the parish. It is good to give a detailed description or map of the location of the families that will be hosting the team as well as those who will be providing the evening meals.