



# Totus TUUS

Informational Guide

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# TOTUS TUUS: “TOTALLY YOURS”

Totus Tuus is a summer Catholic youth program dedicated to sharing the Gospel and promoting the Catholic faith through evangelization, catechesis, Christian witness, and Eucharistic worship. Our week-long Parish Summer Catechetical Program and Summer Camps assist parents and parishes in the evangelizing and catechizing of their youth by supplementing the work they are already doing.

The methodology, structure, content, and enthusiasm of Totus Tuus is concerned not only with teaching the faith, but also igniting the hearts of the team members and young people. The result has been the formation of young adults who continue to dedicate themselves to the Church’s mission of evangelization.



## Our Mission

The mission of Totus Tuus is to inspire in young people a true longing for holiness, a deep desire for daily conversion, and an openness to their vocation by constantly challenging them to give themselves entirely to Christ through Mary and by continually strengthening their prayer lives in imitation of Her.

## Our Motivation

Totus Tuus, a Latin phrase meaning “totally yours,” was the motto of Pope Saint John Paul II. Taken from St. Louis de Montfort’s True Devotion to Mary, 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.

## Our Method

Totus Tuus calls upon college students and seminarians from the Catholic Diocese of Kansas City-St. Joseph and across the United States to carry this mission to every young person they encounter in the parish. Students are hired for their energy, enthusiasm, love for the faith, commitment to spiritual growth, ability to work with a team, and desire to work with youth.

Parish catechists are grouped into teams of four, each consisting of two men and two women, and are invited to a different parish every week, where they conduct a week-long “parish mission,” teaching and inspiring the parish’s youth.

## 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. Ready with “an explanation...for the reason for your hope” (1 Peter 3:15), Totus Tuus catechists 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” (Evangelii 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 the Mass, the Sacraments, and prayer.

## The Five Pillars of Totus Tuus



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 games infuse the element of fun in the program.

## The Totus Tuus Curriculum

The Sacred Scriptures and the Catechism of the Catholic Church provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program. Consequently, Totus Tuus has divided the four pillars of the Catechism into a six-year teaching cycle:

- 2017 → Year One: The Mystery of Salvation
- Year Two: The Apostle’s Creed
- Year Three: The Sacraments
- Year Four: The Commandments
- Year Five: The Virtues
- Year Six: Prayer and the Our Father

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

- 2017 → The Joyful Mysteries
- The Luminous Mysteries
- The Sorrowful Mysteries
- The Glorious Mysteries

## A Week at a Glance

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Team arrives and speaks at Mass(es)	Team speaks at Mass(es)	Grade School 9-3pm	Grade School 9-3pm	Grade School 9-3pm	Grade School 9-3pm	Grade School 9-3pm
	High School 7:30-9:0pm	High School 7:30-9:0pm	High School Adoration 7:30-9:0pm	Pot Luck 5:30-7pm	High School Social 7:30-9:0pm	Water Games 1:20-3:30pm
				High School 7:30-9:0pm		Team Departs

## Daily Schedule

The following is the suggested schedule for use during the week of Totus Tuus. This schedule can be adapted to meet the needs of a particular parish. If you would like to make adjustments to the schedule to accommodate any special circumstances in your parish, please notify the Youth office as soon as possible.

### Team

6:30 a.m.	Rise
7:00 a.m.	Breakfast
7:45 a.m.	Morning Prayer (Lauds), Rosary, and Silent/Meditative Prayer

### 1st - 6th Grade Program

9:00 a.m.	Introduction
9:15 a.m.	Warm-up/Songs
9:30 a.m.	Class Period #1
10:00 a.m.	Snack Break
10:15 a.m.	Music Preparation for Mass
10:30 a.m.	Class Period #2
11:00 a.m.	Mass Preparation/Confessions
11:30 a.m.	Mass
12:15 p.m.	Lunch-Recess
1:15 p.m.	Cool Down-Water Break
1:30 p.m.	Class Period #3
2:00 p.m.	Break
2:10 p.m.	Class Period #4
2:40 p.m.	Gather, Review and Closing Prayer
3:00 p.m.	Dismissal

### Team

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

### Junior and Senior High Program

7:30 p.m.	Introduction/Review
7:45 p.m.	Session #1
8:15 p.m.	Break
8:30 p.m.	Session #2
9:00 p.m.	Session #3
9:30 p.m.	Night Prayer (Compline)
9:40 p.m.	Dismissal

# GRADE SCHOOL PROGRAM

The Totus Tuus Grade School Program is designed for children going into grades 1-6. The Grade School Program runs Monday through Friday.

The students are encouraged to be clear and consistent in their faith. They are shown how to view their Lord as a good Father. This personal relationship gives them the confidence to be Christ's witnesses in the world around them. Finally, Totus Tuus endeavors to show the youth that a humble and courageous desire to know God must be based upon a steadfast and disciplined life of prayer combined with the reception of the sacraments.



## Facilities

In order for the Grade School Program to run smoothly, the team requests 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 teams assigned to each parish will determine how much classroom space is needed. For one team this will usually mean having three or four other classrooms available for use; for two teams, seven or eight classrooms; for three teams, eleven to twelve rooms.

Each classroom should have a chalkboard or a dry-erase board. For the 1st and 2nd grade classroom, it is ideal to have a large enough room to have some empty space near the board for the children to gather on the floor, as well as tables set up with chairs for their activities. Team members will set up the rooms.

It is very important that the church be available for Mass and confessions everyday. If possible, the team might take the students into the Adoration Chapel, if there is one, for a short time during the week; if there is not one, the church would suffice.

## Volunteers and Safe Environment

The parish coordinator cannot possibly do everything by him- or herself. As such, we strongly recommend having a few high school students and/or adults to assist throughout the day. At the pastor's discretion, teens may earn credit for volunteer hours.

There should be at least one adult present in the building at all times when the program is in session. There should also be an adult present with volunteers who are under 18.

Volunteers can assist the coordinator by setting up drinks and snacks, cleaning the kitchen, sweeping the floors after breaks and lunch, helping those who may become ill, and doing anything else the coordinator may ask.

Volunteers should also be utilized in the classrooms, as Totus Tuus will be unable to provide more than one team member in each classroom. For safe environment purposes, please have at least one volunteer per room.



During training, team members will be given the following safe environment guidelines in regard to the classrooms. If you cannot get volunteers for the classrooms, please make sure these guidelines are being followed. If there is no window in the classroom door, the door must be open. If there is a window in the door, the window is not to be obstructed. Totus Tuus takes the safety of children seriously. Thank you for your assistance in this matter.

- No child should ever leave a classroom unattended. If a child has to leave in the middle of a class for whatever reason, at least one (preferably two) volunteer(s) should accompany the child(ren) to his/her destination.
- Volunteers should not be alone with youth in the bathroom, but should instead wait outside the bathroom for them. If it is necessary to go into the bathroom with a child, there should be two volunteers present.
- Classroom volunteers who are being disruptive will be asked to report to the parish coordinator. This is usually not a problem for adult volunteers; teenagers are another story!
- The team leader will meet with classroom volunteers Monday morning to explain their responsibilities during the week. The parish coordinator is welcome to attend this meeting.
- All volunteers, regardless of age, must be approved according to diocesan standards. Additionally, all volunteers must have their background investigated, to assure that there is no history of a sexual crime with children or young people. Finally, all volunteers 18 or older must attend a VIRTUS Safe Environment awareness session prior to volunteering and have a signed EIM on copy. All volunteers 17 and younger must sign the EIM for mionros.
- It is the responsibility of the parish coordinator to make sure the volunteers have met these diocesan criteria. Please contact the youth office if you have any questions.

## Snacks/Recess

While classes comprise a large part of the day, Totus Tuus is not school and makes sure that the kids have FUN, too! Therefore, we have a break in the morning, recess and "cool down" after lunch, and a short bathroom break in the afternoon.

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: at the morning snack break (10:00 a.m.), at lunch (12:15 p.m.), and after recess (1:15 p.m.). We ask that your volunteers have the snacks and drinks ready to go five minutes before each break.

We also ask that the parish provide snacks (cookies, chips, crackers, etc) at the morning break. To make it easier on the parish resources, participating children can be asked to provide one dozen cookies (or a bag of chips, etc).



The children should be asked to bring sack lunches, but drinks may be needed to be prepared. Some parishes choose to provide lunch for the children, especially on Friday afternoons (see below). The choice is yours; just be clear so the parents know what to expect.

Recess follows lunch. Team sports are encouraged; therefore, children are invited to bring Frisbees, gloves, bats, and balls. The team will participate in recess with the children.

The 2:00 p.m. break is not a snack break.

## Mass and Confession

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

It is the responsibility of the Parish Contact to arrange the liturgical and sacramental events with the priest.

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the daily celebration of Holy Mass at 11:30 a.m. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day before Mass, beginning at 11:00 a.m. This schedule can be adapted to meet the needs and special circumstances of your parish. If you would like to discuss alternate schedules, please contact the youth office as soon as possible.

The oldest students will be sent to Confession on Monday and younger grades as the week progresses. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist.

The youth will participate at Mass by serving, bringing up the offertory gifts, and proclaiming the readings and petitions. Totus Tuus team members will lead the children in a few songs during Mass; therefore, it is not necessary to ask the music director or choirs to be there, although they are certainly welcome.

The team will prepare the children for Mass and Confession, and they will practice the songs as well. The children will be expected to behave during Mass—and at all times during the week. Their Friday afternoon schedule depends on it!

If a priest is unable to preside at and/or secure a replacement for the Mass at any point during the week, the team will take the children to the church to pray the Rosary, Mid-day Prayer, or the Stations of the Cross.

We have added a time of Adoration as part of the grade school schedule. If your parish has a perpetual adoration chapel, we will take the kids there. If not, the team leader will ask Father about exposing the Blessed Sacrament one morning.

## Friday Afternoon

On Friday, we will follow the usual 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’s festivities can be held in a nearby park or recreation area, or just in a large, open area (the parking lot will suffice) on your church grounds. After lunch there will be a water-balloon toss and a “water fight” for 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. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon.

Some parishes ask the local fire department to send a truck and join in the water fight. This adds a considerable amount of water and is completely optional. Keep in mind that many fire departments prefer to have two weeks notice to schedule a truck so please plan accordingly.

Another Friday afternoon Totus Tuus tradition is the “human sundae.” If the students have behaved well throughout the week, they are allowed to choose one team member to become a human sundae. The children are asked to bring sundae toppings; the team member will be considered the ice cream. The sundae usually happens before the balloon toss and water fight. If the children do not behave well, they will not get the sundae. Due to the expense of sundae toppings, some parishes choose to use shaving cream instead.

Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students wear something that can be ruined. The team will talk to the children about Friday afternoon at the close of the day on Thursday, giving them the rules of the day and what to bring/wear.

The day is closed, as is every day, with songs and prayer.

## **JUNIOR AND SENIOR HIGH SCHOOL PROGRAM**

Totus Tuus offers instruction in the evening for junior and senior high school youth. Junior High youth are those entering grades 7-8, and Senior High youth are those entering grades 9-12. These students meet Sunday through Thursday. We have found that vibrant, faithful, college-aged teachers can effectively impact the youth at this age.

The Totus Tuus Junior and Senior High School Program comprises instruction, small group discussions, quiet meditation, prayer, and fellowship. The team teaches in such a way as to offer a dialogue in which each person feels respected in his or her most basic dignity.

The junior high students will join the senior high students for the evening program; however, their classes will remain separate to maintain an atmosphere and discussion that is appropriate for both age groups.

## Facilities

Similar to the Grade School Program, the team needs one large hall or room for their main assemblies. 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 how much classroom space is needed. Generally, the team will need two classrooms available for use.

The church needs to be available for Adoration and Confessions one evening of the week (usually Tuesday), as well as for the closing prayer every evening.

## Supplies

It would be helpful to have the following supplies for the high school sessions: a chalkboard/dry erase board, CD player, Bibles, 5-7 votive candles, a large crucifix, and a decorative cloth.

## Schedule

Each session runs from 7:30 p.m. until 9:40 p.m. There will be time for fellowship, snacks, and two instructional sessions most evenings. Tuesday night includes time for Adoration and Confession. Thursday night, there will be a social.

## Snacks

There is a 15-minute refreshment break at 8:30 p.m. We ask the parish to supply the refreshments Sunday, Monday, and Wednesday evenings. No snacks are needed Tuesday or Thursday evening.

## Adoration and Confession

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

## Thursday Evening Social

On Thursday evening, the last night of sessions, the team will spend time in fellowship with the youth. Activities for Thursday evening may include anything that allow the team member and youth to interact on a social basis, e.g., a barbecue at a near-by park, going out for pizza and bowling, going to a parishioner's home for a cookout, etc. Please refrain from activities that prevent discussion (ie attending a movie). This is a great chance for the teachers to make a personal connection with the youth and establish a mentor relationship. The youth are responsible for the cost of the outing, usually no more than \$5.

## THE TEAM

Each Totus Tuus team consists of two men and two women. The teachers are chosen based upon their commitment to the Catholic faith, desire to teach the faith, love of children, energy and enthusiasm, and leadership abilities.

In order to run a week of Totus Tuus smoothly, the teachers adhere to a well-defined schedule which has as its foundation and backbone a structured prayer life.

The daily schedule—as pertains to the grade school program and evening program—has already been discussed. This section will lay out the rest of the team’s day and the larger weekly schedule.



## Arrival/Setup

The team arrives on the Saturday afternoon or evening 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, some parishes have found it convenient to provide the team leader with a key to the facilities. 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

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 each other and to the parish, but the team will be grateful for any housing.

The interaction at host homes is valuable for both the teachers and the families. However, because of the team’s schedule, it is important to stress that occasionally the teachers may be late getting home due to team meetings. Also, teachers 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. Each team is equipped with a GPS system.

## Meals

Plan to provide all of the team's meals while the team is in your parish; depending on the specifics of the week's schedule at your parish, the team may not require dinner at a host family's every night.

The host family provides a continental style breakfast at 7:00 a.m. Breakfast need not be anything fancy or requiring effort; cereal, fruit, or toast is sufficient.

Lunch for Saturday (if the team has arrived) and Sunday can be at the host families' homes. Please ask the host families not to plan any activities for the team on Sunday after Mass and/or lunch. This is "team time" and needs to be protected. The teams keep a demanding schedule, and like all of us, they require "down time." Honoring God's commandment to keep holy the Sabbath, Sunday afternoon is their time for rest, recreation, team fellowship, and time to prepare for the coming week.

Lunch for Monday through 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 whoever is providing the meal may want to bring extra food for the volunteers, priest, etc.

Supper on Saturday should be scheduled for as early after Mass as possible. It would be ideal if the parish coordinator could host dinner on Saturday evening, as that would give everyone a chance to meet. If this is not possible, please find a family who can have them for dinner.

Supper on Sunday, Monday, and Tuesday should be provided at 5:30 p.m. Please arrange for families (different from the housing families) in the parish to host the team for 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.

Since the team is on a tight schedule, please do not schedule supper any earlier or later than 5:30 p.m. unless the team leader is notified. The team will leave the family's home no later than 7:00 p.m. to return to the parish for the evening program.

The team will not need supper on Wednesday if the parish is hosting the potluck (detailed on the next page) If there will not be a potluck, please find someone to host the team for supper at 5:30 p.m. If the potluck will be on another evening, please plan accordingly.

The team will not need supper on Thursday if their evening social with the junior high and senior high school youth involves a meal. If no meal is planned within the Thursday night activity, please find someone to host the team for supper at 5:30 p.m.

The need for supper on Friday should be determined when the team leader calls the parish contact during the week before the program.

## PARISH INVOLVEMENT

The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved. We have already mentioned the need for volunteers to help during the day program and host families to house and feed the team(s) during the week. Here are two additional ways to get a larger portion of the parish involved.



### Parish Potluck Supper

The parish is asked to sponsor a potluck supper for the children, their families, and all parishioners on Wednesday evening. The potluck supper should begin at 5:30 p.m. and wrap up around 7:00 p.m. to allow the team time to prepare for the evening program. 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 an opportunity to meet families and other parish members. It is also an excellent opportunity for the parents to meet and get to know the teachers, 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.

Some parishes have found that they do not get a good attendance at an evening potluck. Those parishes have adopted alternate means of having the parents and team meet. For example, one parish has “special lunches” for its grade school program. Parents and team members join the kids for a brown bag lunch at the parish; each grade, or cluster of grades, has its own special lunch on a different day, in a room separate from the rest of the grades. If you have an alternate plan that works well, please let the youthoffice know.

### Intercessors

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

Ask the regular Adorers, daily Mass goers, members of the altar society, the Knights of Columbus, or the Rosary guild—indeed, anyone you can think of—to commit to daily or weekly prayer for the team, the participants, and the program. They can pray in whatever way they like: offer rosaries, Masses, chaplets; intercede with petitionary prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners.



## Program Fee

Below is the cost to a parish for hosting a team and the maximum number of youth per team:

Number of Teams	Max. Youth Served*	Cost
1 Team (4 persons)	90 youth	\$1,300
2 Teams (8 persons)	180 youth	\$2,400
3 Teams (12 persons)	270 youth	\$3,600

\*"Maximum youth served" applies only to those youth served through the Grade School Program. There is not a maximum number of students for the Junior and Senior High School Program.

## Funding Tips

The amount the parish charges for participating youth is entirely up to the parish itself. We recommend around \$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 1 team.

Throughout the years, many Knights of Columbus councils and parish men's groups have assisted in bringing the program to various parishes. Would a group at your parish be willing to help sponsor Totus Tuus?

## Registration and Deposit

The parish registration may be found on the last page of this packet. Please fill this out and return to the youth office with a deposit of \$500. The deposit is non-refundable. Your parish is not officially registered for Totus Tuus until we receive your registration form and deposit.

## Balance

Parishes are asked to remit the balance of the program fee to the Totus Tuus office the week after the program ends in their parish.

Checks should be made payable and mailed to:

Office of Youth Ministry  
20 W 9th Street  
Kansas City, MO 64105

NOTE: We are willing to discuss ways to make Totus Tuus more affordable for your parish. If the cost of the program is the only deterrent to your parish scheduling Totus Tuus or if there are payment scheduling problems, please contact us 816-756-1850.



# PARISH CONTACT INFORMATION

The responsibilities of the Parish Contact for the program are as follows:

- Reserve facilities for the team and helping them set up if possible.
- Promote the program and collect registrations.
- Find volunteers to help during the day program.
- Arrange how snacks will be provided for the day and evening programs.
- Find separate host families for men and women.
- Arrange families (different from those providing housing) to provide meals for the team during the week.
- Schedule a priest(s) for daily Mass and Confession.
- Schedule a priest for adoration and Confession Tuesday night.
- Organize and promote the potluck, as well as set-up and clean-up.
- Recruit intercessors to cover the team and your young people in prayer.
- Collect Parental Release Forms for the Grade School Program and for the Jr. & Sr. High School Program's Thursday evening activity.
- Fill out and return the Evaluation Sheet

At least one week prior to arrival, the team leader will contact the parish contact listed on the Parish Registration Form\* to make all necessary arrangements. On the Saturday of the scheduled week, the team will arrive unless prior arrangements have been made.

Once you send in paperwork and your deposit, we will send you a month-by-month, week-by-week planning guide. It includes examples of promotional and registration materials.



# TOTUS TUUS of Kansas City – St. Joseph



## Parish Registration Form 2017

To reserve a week for **Totus Tuus**, please return this completed form and a check for the \$500 deposit (per team) to the **Office of Youth Ministry**. Dates will be filled on a “first come first serve” basis. With this in mind, we recommend that you reserve your desired week as soon as possible. Please choose **three dates** and rank them 1 - 3 according to preference, with 1 being your first choice.

June 3-9 (internship week) \_\_\_\_\_  
 June 10-16 \_\_\_\_\_  
 June 17-23 \_\_\_\_\_  
 June 24-30 \_\_\_\_\_  
 July 8-14 \_\_\_\_\_  
 July 15-21 \_\_\_\_\_  
 July 22-28 \_\_\_\_\_

Parish Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Parish Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parish Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Contact Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact E-mail Address \_\_\_\_\_

Number of Teams Requested (please check only one):    \_\_\_ 1    \_\_\_ 2    \_\_\_ 3    \_\_\_ 4

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Parish Contact

\_\_\_\_\_  
Name of Pastor (Print)

\_\_\_\_\_  
Name of Parish Contact (Print)

**Mail completed form and payment to:**  
*Office of Youth Ministry*  
*P.O. Box 419037, Kansas City, MO 64141*

<b>For office use only</b>	
Date Received	_____
Check Amount	_____
Check Number	_____
Confirmation Sent	_____