



2022

# TOTUS TUUS

Staff Manual



DIOCESSE OF SPRINGFIELD IN ILLINOIS  
[dio.org/youthministry/tt](http://dio.org/youthministry/tt)

## **INTRODUCTION**

Totus Tuus is a weeklong parish-based Catholic summer mission program for youth in 1<sup>st</sup> – 12<sup>th</sup> grade. The program is dedicated to sharing the Gospel and promoting the Catholic faith through catechetical instruction, Christian witness, vocational discernment, Marian devotion, and Eucharistic worship. Totus Tuus is led by a team of young adults who are trained to present the Totus Tuus program and are commissioned to serve the youth of the diocese throughout the summer.

## **PURPOSE OF THIS MANUAL**

This manual is a resource for Totus Tuus teaching staff that describes the Totus Tuus program as well as other information teachers need as employees of the Diocese of Springfield in Illinois. Supplementary information such as the job description and the code of conduct are also part of the Totus Tuus program for staff.

## **MISSION**

The mission of Totus Tuus is to inspire young people to be **disciples of Jesus Christ** through a true longing for holiness, a deep desire for daily conversion, and a total openness to their vocation. Participants see this mission accomplished by being challenged to give themselves entirely to Christ through Mary, and by strengthening their prayer lives in imitation of her.

## **THE MOTIVATION OF TOTUS TUUS**

Totus Tuus is Latin for “Totally Yours” and was the motto of St. John Paul II. By these words, St. John Paul II reminded us of Mary’s total gift of herself to God. The phrase “Totus Tuus” represents our desire, like Mary’s, to give ourselves entirely to Jesus Christ. Mary’s “Yes!” at the Annunciation and her total sacrifice and service to the Body of Christ exemplify this commitment. “Totus Tuus,” then, reminds us of the tremendous and sometimes difficult call to spend ourselves for Christ by preaching the Gospel to all those we meet.

The phrase Totus Tuus was inspired by St. Louis de Montfort’s book, *True Devotion to Mary*. Translated editions of this work are available from a variety of distributors of printed materials.

This challenge to be Totus Tuus is accepted with great joy by the young adults who serve as teachers on the Totus Tuus team! These young adults come to know and love the vitality, faith, and courage of all the young people they encounter. Youth are seeking not just role models, but **heroes** who are striving to live and proclaim, “Lord, I will be totally yours.” With joy and honor, Totus Tuus teachers serve these youth and share with them the blessings that God has given them. Therefore, the team dedicates their summer entirely to the young people they serve. By giving all they have to these young leaders of the Church, team members are transformed into **heroes**, and it is through this giving of self that the youth are able to identify with these men and women who are **on fire** with our Catholic faith.

## GOALS OF TOTUS TUUS

### **To develop a true longing for holiness through our relationship with Jesus Christ**

An intimate friendship with Jesus is essential so that we may lead young people to the love of the Father (cf. John 14:6-7). To accomplish this goal, the Totus Tuus program emphasizes devotion and love for our Lord through **participation in the Eucharist** and **devotion to Mary, our Mother**. The team members that serve Totus Tuus are chosen for their ability to be good role models because they, too, are striving for holiness in their relationship with Jesus and His Church.

### **To be open to daily conversion through solid catechetical instruction**

The foundation of Totus Tuus is **authentic catechesis** (cf. Luke 6:46-49). It is through catechetical instruction and the witness of faith of the team members that participants are inspired to make a daily commitment to be a disciple of Jesus Christ. To ensure authentic catechesis, the Catechism of the Catholic Church is the textbook for team formation.

### **To foster an openness to exploring one's vocation**

Openness to one's **vocational call** is accomplished by placing special emphasis on the importance and necessity of living an authentic life of Christian discipleship. One of the program philosophies of Totus Tuus is that vocations, callings from God, can be heard and responded to only if one is living an authentic Christian life (cf. Mark 9:34-38). The teachers for Totus Tuus model this lifestyle by promising to be open to God's will for themselves and to actively discern God's call in their lives. Because teachers are striving to live an authentic Christian life and are actively discerning their own vocation, they can better help young people do the same.

### **To have fun!!!**

Being a disciple of Jesus Christ is a **fun and joyful experience**. Living an authentic Christian life means saying "YES!" to things that will give us life to the fullest and "NO!" to choices that lead to sin and despair (cf. John 10:10b). Totus Tuus strives to demonstrate the joy of living the Gospel through the relationships that are built and by showing participants that living the Gospel is a source of great joy despite our imperfections and human weaknesses.

## FIVE MARKS OF TOTUS TUUS

The five marks of Totus Tuus emphasize key components of the entire Totus Tuus experience. Everything we do on a Totus Tuus week includes each of these marks.

1. Proclamation of the Gospel – to arouse the Faith
2. Apologetics – examination of the reasons for our beliefs
3. Christian Witness – an experience of Christian living
4. Sacraments – especially Eucharist and Reconciliation
5. Evangelization – an active witness of the missionary nature of the Catholic Church

## **PRAYER**

Since the first goal of Totus Tuus is to develop a true longing for holiness through our relationship with Jesus Christ, it is essential that staff adhere to a rigorous prayer life. Holiness means we must constantly convert our hearts to Christ, and this conversion is nourished by “the sacraments, prayer, and the practice of charity” (*National Directory for Catechesis* 17B).

### **LITURGY OF THE HOURS**

Staff will pray Liturgy of the Hours daily as a team. The main hours will be Morning Prayer, Evening Prayer and Night Prayer. Night Prayer is often prayed with the teens during the Teen Program.

### **ROSARY AND CHAPLET OF DIVINE MERCY**

The Rosary of the day is prayed before Morning Prayer. Team members often share leading this devotion by praying one decade and then passing on the leader role to a teammate.

The Chaplet of Divine Mercy is prayed prior to Evening Prayer.

### **ANGELUS**

After Mass, everyone gathers in the dining area for our noon meal. Prior to the meal prayer, team and students will have a prayer card for the Angelus.

### **DAILY MASS**

The typical schedule for Totus Tuus includes Mass daily at 11:15 AM. This is the ideal, but please note that local situations may require modifications to this schedule, or an omission from time to time due to the host pastor’s schedule (e.g. a funeral may require the pastor’s immediate attention). The Totus Tuus team will have instructions on how to use the Mass time in the parish should the host pastor not be available on a particular day.

### **HOLY HOUR & RECONCILIATION**

On Thursday evenings throughout the summer, Totus Tuus offers a Holy Hour for the teens. Reconciliation is also available during the Holy Hour. During training, each day will close with a Holy Hour in the chapel.

### **SPONTANEOUS PRAYER**

Any time a new activity is starting for Totus Tuus is an opportunity to remind everyone to pause for a moment for a brief prayer! These prayer opportunities can be brief spontaneous prayers, or something simple such as a Glory Be.

## **REJOICE IN THE LORD ALWAYS**

Philippians 4:4 calls for us to rejoice in the Lord, the fourth goal on Totus Tuus. The staff on Totus Tuus will have numerous opportunities to lead fun activities that are meant to show that being a disciple of Jesus Christ is a joyful experience. Yes, disciples experience times of trial and suffering, but these times lead us to something greater! Recall that we cannot celebrate the joy of Easter without the challenges and sorrows of Good Friday!!

The Totus Tuus staff will lead games, perform in skits and lead songs for the group throughout the week. These activities are a chance for the team to be creative and to model positive recreation for the students. Each week ends with a water fight for the Children's Program and a social evening for the Teen Program.

These recreation times are also a deliberate part of the process of evangelization. The first stage of evangelization is building trust: "pre-evangelization ordinarily builds on basic human needs, such as security, love, or acceptance, and shows how those basic human needs include a desire for God and his word" (*National Directory for Catechesis* 17C). Playing well together helps build trust and leads to being able to pray well together.

## **CATECHETICAL INSTRUCTION**

The teaching basis of Totus Tuus is authentic catechesis, which is the second goal of Totus Tuus. As Blessed Paul VI teaches, catechesis is a work of evangelization in the context of the mission of the Church (*Evangelii Nuntiandi* §44). Catechesis is rooted in an orderly and systematic initiation into and explanation of God's revelation of Himself through the person of Jesus Christ. This revelation is stored in the depths of the Catholic Church's Sacred Tradition and Sacred Scripture and is constantly communicated from one generation to the next by a living, active faith.

### **CYCLE OF TOTUS TUUS THEMES**

The curriculum focus for the grade school program follows a six-year cycle while the Mysteries of the Rosary rotate over the course of four years. This six-year cycle allows for every aspect of the Catechism to be covered over the course of the cycle. Students can participate each summer from 1<sup>st</sup> through 6<sup>th</sup> grade and learn new material each year.

#### **Curriculum**

2022 – Virtues

#### **Mysteries of the Rosary**

2022 – Joyful

### **CHILDREN'S PROGRAM**

The Children's Program is for students going into first through sixth grades and runs Monday through Friday from 9:00 AM to 2:30 PM. Times may be adjusted to meet local needs.

During the week, the children will participate in four classes each day, attend Mass, learn the Mass parts and liturgical songs, and participate in games, icebreakers, skits, songs, recess, and prayer. The week ends with fun activities at a local park or somewhere outside on the parish grounds.

Throughout the week, the children are encouraged to be clear and consistent in their faith. They are shown how to view God as a Father who longs to be in relationship with them. This personal relationship gives the students the confidence to be Christ's witnesses in the world around them. Finally, Totus Tuus shows the children that the humble yet courageous desire to be disciples must be based upon a steadfast and disciplined life of prayer combined with the reception of the sacraments and works of charity (*National Directory for Catechesis* 17B).

## **TEEN PROGRAM**

Totus Tuus offers instruction for junior and senior high school students in the evening from 7:00 PM to 9:00 PM Sunday through Thursday. As with the Children's Program, times listed below for the teen program are flexible based on local need.

The Teen Program includes catechetical instruction through personal witness talks, time for small group discussions, quiet meditation for journaling, and time for prayer and fellowship. The team uses a method of teaching that continually offers a dialogue in which each young person feels respected. The junior high and high school students share some activities together but have separate small group sessions that provide a comfortable surrounding and age-appropriate interaction.

## **TOTUS TUUS AND VOCATIONS**

The third goal of Totus Tuus is to foster an openness to exploring one's vocation. Part of being an authentic witness to Christ is also being completely open to God's call for you in your life. This openness needs to be modeled to the participants each week on Totus Tuus.

### **VOCATIONS IN THE CHILDREN'S PROGRAM**

In the Children's Program, the Totus Tuus team dedicates their final class of the week on Vocations.

### **VOCATIONS IN THE TEEN PROGRAM**

Team members share their stories on how they feel God calling them throughout the Teen Program. Each team will have a bin with resources on vocations so students can go home and learn more.

### **OFFICE FOR VOCATIONS**

More information is available from the Vocations Director for the diocese as well as on the diocesan website at <http://www.dio.org/vocations/home.html>

## **TEAM INFORMATION**

The teachers who animate the Totus Tuus program are college students and seminarians who strive to help young people understand their faith through catechesis in order to live that faith more fully. Teachers are trained and sent out in teams of four - ideally two men and two women - to a parish for a week, traveling to different parishes throughout the summer.

The teachers are chosen based upon their ability to role model discipleship in Jesus Christ, have a desire to teach the faith, exhibit a love and enthusiasm for children, and for their individual abilities to provide leadership to aspects of the Totus Tuus mission. In order to run a week of Totus Tuus smoothly, the teachers adhere to a well-defined schedule which has a structured prayer life as its foundation. All of the teachers have background checks and comply with diocesan child protection policies.

The pedagogy of Totus Tuus presents the Catholic faith in a fun and exciting manner. The young people on Totus Tuus experience the Catholic faith as a way of life and love, not simply a set of rules and obligations. The methodology, structure, and content of Totus Tuus is concerned not only with teaching the faith, but also setting hearts on fire with the hope that we form disciples of Jesus Christ for life.

## **QUALIFICATIONS**

Teaching for Totus Tuus is an awesome opportunity and a privilege that has great responsibilities. Teachers are among the most faithful, energetic, creative, and truly zealous Catholic young adults from across the nation. Applicants must have the following qualifications:

1. Be a high school graduate
2. Be a practicing Roman Catholic
3. Have a working knowledge of the Catholic Faith
4. Have a desire to work with young people in first through twelfth grade
5. Complete safe environment training and background check for working with youth

Applicants must also be willing to:

1. Be open to God's call in their lives
2. Learn and experience the Faith more deeply
3. Work with a team, respecting its dynamics
4. Strive for a stronger prayer life
5. Teach children
6. Travel throughout the course of the summer

## **TRAINING**

Team members participate in an intense training program to learn how to be a modern day evangelist. Training includes instruction on the curriculum for this summer's catechesis, all the various prayers used throughout the summer, managing relationships within the team and with



host parishes, and team-building experiences to help form a small Christian community among the team members. Opportunities for personal prayer, Eucharistic Adoration, Mass, Reconciliation, and team fellowship complete a well-rounded training session.

Training is held at Bloomington Central Catholic High School in Bloomington, IL. This training allows us to train with the Diocese of Peoria and a few other diocese from around the Midwest. We really enjoyed the training last year and look forward to training there again.

## **PROTECTING GOD’S CHILDREN**

All Totus Tuus team members are required to comply with child protection policies for the Diocese of Springfield in Illinois. For more information about this policy, contact the parish resource for Protecting God’s Children or the Director of Human Resources for the Diocese of Springfield in Illinois at the Catholic Pastoral Center at (217) 698-8500.

## **ON THE ROAD**

Upon completion of the training, teams will travel to parishes throughout the diocese to present the Totus Tuus program. The Diocesan Coordinator arranges with various parishes and finalizes each team’s schedule.

Once in a parish, team members teach and interact with youth who range in age from first to twelfth grade. Students in first through sixth grade participate during the day and junior high and high school students come in the evening.

There is a mid-summer break followed by a staff retreat. There is also a staff retreat at the end of the summer.

The duties of the Totus Tuus team are not limited to the classroom. While on the road, a Totus Tuus team evangelizes all those that God brings into their path each day. There will be many opportunities to be a witness of Jesus Christ in random encounters and meetings throughout the week.

### **Lodging**

During the week, the host parish will arrange for local families to invite team members to stay at their homes. Separate host families for men and women are required. Seminarians will stay at the local rectory.

### **Meals**

Members of the host parish provide meals for the team throughout the week. Breakfast is at 7:30 AM. The parish provides lunch at noon. Members of the parish, not always the host families, provide the evening meal. This arrangement allows more families to be involved in hosting the team and provides an excellent opportunity for team members to interact with different members of the parish. Parishes are asked to provide the meals for Friday night and Saturday morning, but teams are free make other arrangements ahead of time with their host parish.

## **Transportation**

Each team will need transportation throughout the summer. Staff is asked to provide a personal vehicle to help with each team's travel needs, one per team. Drivers are reimbursed for gas. Vehicles registered for transportation on Totus Tuus must have insurance in place and the diocesan liability policy will include additional coverage beyond what the vehicle's policy will cover.

## **SCHEDULE**

### **Training**

Training starts on Wednesday, June 1, 2022 at Bloomington Central Catholic High School. Please communicate your travel plans to the diocesan coordinator so meals can be arranged accordingly.

### **Summer**

#### **June 1 – June 11 Staff Training**

June 11 – 18 ~ Session 1

June 18 – 25 ~ Session 2

June 25 – July 2 ~ Session 3

July 2 – July 8 ~ Break

July 8 – 9 ~ Mid-Summer Retreat

July 9 – 16 ~ Session 4

July 16 – 23 ~ Session 5

July 23 – 29 ~ Session 6

July 29 – 30 ~ End of Summer Retreat

### **Week at a Glance**

The team arrives at a parish on the Saturday prior to the week of teaching. The team will speak at all Masses that weekend. On Sunday afternoon, the team will meet with a parish representative to tour the facilities and prepare for the coming week. Teachers have some free time Friday evening and Saturday morning for team recreation and personal time. Teams are due to arrive at their next parish before the anticipatory Mass on Saturday evening.

### **Mid-Summer Break**

Halfway through the summer, there is a short break from the normal Totus Tuus schedule. This break typically coincides with the Independence Day holiday. The Totus Tuus staff is free and officially on this break once all parish responsibilities are complete at the parish you are at on Friday afternoon of the week prior to the break. Since Totus Tuus is not in session, there are no host families or meals for staff during this time. You are responsible for making personal arrangements during this time, including any travel costs to and from home.

## ADMINISTRATION

### Pay

Each team member will receive a stipend for the summer based on the weeks that you are teaching in the parishes. Pay will start after successful completion of training and teams are active in the parishes. Remember there are very few expenses for the summer. Host families in each of the parishes take care of your room and board. The team members who drive their own cars receive either a gas station gift card or reimbursement for gas purchased. Please save all receipts to be reimbursed for gas.

### Other Items to Bring

- Hygiene items (soap, shampoo, deodorant, etc.)
- Towel and wash cloth
- T-shirts and shorts for non-teaching time
- An outfit that you don't mind having grass, mud or chocolate stains for Friday afternoon activities
- Warm clothes as it does get cool in the evening, especially in early summer
- Light jacket
- Bathing suit (one-piece)
- Rosary and other prayer and devotional items
- Liturgy of the Hours book(s)--either One Volume Christian Prayer or the appropriate volumes in the 4-volume set that cover the weeks the team is active
- Catechism of the Catholic Church*, Bible and other helpful books – digital versions might help save on space and weight
- If you are musically inclined, please feel free to bring along any portable musical instruments (e.g. guitar, violin, etc.)

Space permitting, items such as laptops and iPods are allowed, although you bring them at your own risk.

### For Training

Staff training is mostly informal. Comfort should be your main goal. The daily schedule includes time indoors and outside. There is a break in the training schedule for a laundry run in town. Our training site has beds with pillows and linen.

### What Not to Bring

It is not a good idea to bring items of extreme value (monetarily or sentimentally) as things are easily lost, misplaced, or broken throughout the summer.

## **HOW TOTUS TUUS IS ORGANIZED**

Totus Tuus is coordinated through the Office for Youth and Young Adult Ministry for the Diocese of Springfield in Illinois.

### **TOTUS TUUS COORDINATOR**

The director of the office serves as the Diocesan Coordinator for Totus Tuus in collaboration with a number of chaplains and support staff. The main duties for the diocesan coordinator are to promote parish participation in Totus Tuus, to oversee training for Totus Tuus staff, to supervise the summer teaching and training staff, to maintain active communication with other Totus Tuus programs, and to handle the day to day operation of Totus Tuus throughout the year.

#### **Diocesan Coordinator for Totus Tuus**

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