



# TOTUS TUUS

*Catholic Diocese of Springfield-Cape Girardeau*

*Office of Evangelization, Catechesis, and Youth Formation*

*601 S. Jefferson Avenue, Springfield, Missouri 65806*

*Ph# (417) 866-0841*

## **Summer 2018 Missionary Application**

You are applying for the position of Totus Tuus Missionary in the Diocese of Springfield-Cape Girardeau. As a missionary you would be committing to the following:

- Missionary training May 27 through June 1, 2018  
One day of training will be held at the Catholic Center in Springfield, Missouri on May 27. The team will then join other Totus Tuus missionary teams in Wichita, Kansas, May 28-June 1 for training. (The Diocese of Springfield-Cape Girardeau will be responsible for paying the training registration fees which include your food and lodging during the week of training, as well as reimbursement for mileage for travel by car to Wichita.)
- During the summer, you will be traveling to 6 different parishes throughout the Diocese of Springfield-Cape Girardeau. At each location, you will serve in a week long daytime and evening youth program. Each parish program begins with set-up at the parish on Sunday afternoon/evening and finishes with clean up on Friday afternoon. The Totus Tuus program is offered daily Monday through Friday to children, Kindergarten through sixth grade, from 9:00am to 3:00pm. A special evening program is offered for seventh through twelfth grade on Monday through Thursday from 7:30pm to 9:30pm. As a missionary, you will be present at all sessions, giving witness, teaching, leading activities, etc. The weeks of Totus Tuus are as follows:  
June 3 through June 8      June 24 through June 29      \*Break June 30 – July 7  
June 10 through June 15      July 8 through July 13  
June 17 through June 22      July 15 through July 20
- You will receive a stipend of \$1500 for 6 weeks of missionary work. Your meals and housing are provided by host families within each parish throughout the summer. Mileage for travel between parishes will be reimbursed.

**Please complete all application forms and mail them back to Lynn Melendez at the address listed above or email them to: [lmelendez@dioscg.org](mailto:lmelendez@dioscg.org).**

**The attached reference forms should be given to the two individuals whom you list as your references. They will complete the reference forms and send them back to our office separately for review.**

***Application deadline: Friday, February 9, 2018***

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

## PERSONAL INFORMATION

				Date
Name				
	Last	First	Middle	
Present Address				
	Street	City	State	Zip
Permanent Address				
	Street	City	State	Zip
Phone No.				
Referred By		Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Last

First

Middle

## EMPLOYMENT DESIRED

Position	Totus Tuus Missionary	Date You Can Start	May 27, 2018	Salary Desired	\$1,500 Stipend
Have you ever applied for or been employed as a Totus Tuus Missionary?    Yes    No					
If yes, where?			When?		

## EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Seminary, Trade, Graduate, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## EMPLOYMENT HISTORY

List below your last two employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Phone Number	Supervisor	Salary (upon leaving)	Position	Reason for Leaving
From						
To						
From						
To						

## REFERENCES

List below two persons not related to you, whom you have known at least one year. One should be a volunteer supervisor or former employer. \*These two references should fill out the attached reference form.

Name	Address	Phone Number	Position	Years Acquainted
1				
2				

(Continued on Other Side)

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## VEHICLE INFORMATION

Do you have access to a vehicle, a valid driver's license, and appropriate insurance coverage to transport yourself and 3 other missionary team members while on assignment this summer?    Yes    No

## SAFE ENVIRONMENT REQUIREMENT

Are you VIRTUS certified?    No \_\_\_\_\_    Yes \_\_\_\_\_

If yes, date and location of training: \_\_\_\_\_

**If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

## AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by an authorized Company representative.**

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature

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## Parish Involvement

Current Parish \_\_\_\_\_

Pastor at the Parish \_\_\_\_\_

Phone Number for Pastor/Parish \_\_\_\_\_

### *Please check all that apply:*

\_\_\_ Taught in a Catholic School.

\_\_\_ Taught or assisted in a religious education program at a parish.

\_\_\_ Served or assisted as Youth Minister after graduating high school.

\_\_\_ Served as a Reader, Extraordinary minister of Communion, altar server, and/or choir member at a parish.

\_\_\_ Served the parish in other capacities.

Please explain:

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## Retreat and Teaching Experience

*Please check and fill in all that apply and fill in requested information if it applies to you*

\_\_\_ I have attended approximately \_\_\_\_\_ retreats since the age of \_\_\_\_\_

\_\_\_ I have helped conduct \_\_\_\_\_ retreats at the age(s) of \_\_\_\_\_

\_\_\_ I attended Bible School \_\_\_\_\_ years during grade(s) \_\_\_\_\_

\_\_\_ I have led or assisted in teaching Bible School since age \_\_\_\_\_

Please briefly explain any checked item above. Include program names if known and your role.

## Volunteer History

*Please describe any volunteer involvement that is **not** related to serving in your parish.*

## Gifts and Talents

For each of the items below, please rate your experience between 1 and 5 with 1 meaning no experience and 5 indicating you feel you are very experienced in that particular area.

- |  |  |
|--|--|
| ___ Providing entertainment in front of large groups | ___ Praying with others                  |
| ___ Planning prayer services and liturgies           | ___ Developing and acting out skits      |
| ___ Teaching religious education (i.e. PSR)          | ___ Presenting a personal witness talk   |
| ___ Caring for young children ages 5 - 11            | ___ Small talk with retreat participants |
| ___ Caring for adolescents ages 12-14                | ___ Maintaining order during retreats    |
| ___ Experience with high school age youth            | ___ Leading small group discussions      |

From the list above, please describe which attribute you would consider to be your greatest strength and which attribute you consider to be your greatest weakness and why.

Do you sing, play a musical instrument, or speak a foreign language? If so, please indicate your level of ability and comfort level in front of a group.

Please rate yourself on the following personal characteristics on a scale of 1 to 5 with 1 meaning you express this characteristic seldom or never and 5 meaning you almost always express this characteristic in any situation.

- |                   |                     |                    |
|-------------------|---------------------|--------------------|
| ___ determination | ___ procrastination | ___ loneliness     |
| ___ dependability | ___ fault finding   | ___ fatigue        |
| ___ punctuality   | ___ assertiveness   | ___ fearful        |
| ___ opinionated   | ___ joyful          | ___ self-confident |
| ___ moodiness     | ___ self-control    | ___ friendly       |

From the list above, please elaborate on two areas you believe are your greatest strengths, and two areas you believe need the most improvement in you.

Briefly describe a good leader you have worked with. What qualities did they possess that made them a good leader? (This person could be a teacher, coach, supervisor or peer.)

## **Catholic Formation**

*Please check and fill in all that apply.*

- I am baptized.
- I was confirmed in the Catholic Church at the age of \_\_\_\_\_.
- For the past 12 months I have done my best to meet my obligation of attending Sunday liturgy and Holy Days of Obligation.
- I converted to Catholicism at the age of \_\_\_\_\_.
- I attended Catholic schools in grades \_\_\_\_\_.
- I had Catholic instruction in my homeschool program in grades \_\_\_\_\_.
- I attended a Catholic college/university for \_\_\_\_\_ years.
- Other than in Catholic school, I attended religious education classes in grades \_\_\_\_\_.
- I attended youth ministry programs (e.g. CYM) in junior high or high school grades \_\_\_\_\_.
- I attended Totus Tuus in grades \_\_\_\_\_.

**1) What do you value about being Catholic?**

**2) What was one of the most impactful faith experiences you had while growing up?**

**3) Describe your current prayer life.**

**4) Describe a teaching of the Catholic Church that you struggle with the most and why. How do deal with this struggle?**

- 5) As a Totus Tuus missionary you will be spreading the Gospel message through your words and through your actions. You will be an example to the youth even when you are not directly speaking or leading. What does this mean to you?

\*The two Reference Forms below should be given to the two individuals you listed as references on your application. These forms will be completed by your references and sent directly by them to our office.

\*All information on applications and reference forms will be kept confidential within our office.

\*Applications and reference letters are to be emailed to Lynn Melendez at [lmelendez@dioscg.org](mailto:lmelendez@dioscg.org) or mailed into:

**Office of Evangelization, Catechesis, and Youth Formation  
Diocese of Springfield-Cape Girardeau  
601 S. Jefferson Ave.  
Springfield, MO 65806-3143**



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## **2018 Reference Form**

Applicant's Name \_\_\_\_\_

### **Reference Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

Describe your relationship to the applicant and how long you have known him or her.

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How familiar are you with youth ministry or specifically with Totus Tuus?

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Please comment on the applicant's involvement in the Catholic Church.

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Would this person be a good role model for a young person? Explain.

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Please include any additional information we should know and take into consideration when making our decision.

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Signature Date

**Please return this reference form to Lynn Melendez at [lmelendez@dioscg.org](mailto:lmelendez@dioscg.org) , or mail to the address below as soon as possible.**

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### Reference Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work \_\_\_\_\_

Email Address \_\_\_\_\_

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Signature

Date

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