



Catholic Bishops' Conference
39 Eccleston Square
London
SW1V 1BX

Final Pilgrim Leader Guidance

Dear Pilgrim Group Leader,

Many thanks for all that has been done by Parishes, Diocesan Coordinators and Groups to make arrangements for the Pilgrim Journey and we can now confirm details for the Pilgrim Journey.

As a Pilgrim Leader you are now invited to make final preparations to bring your group to be with the Holy Father at one of the major public gatherings during the Papal Visit.

We sincerely hope this will be an experience that is uplifting and will enable Pilgrims to return to their home communities enriched, refreshed and renewed by this meeting with Pope Benedict XVI.

Attached (or enclosed) you will find documents to help in your leadership of the Pilgrim Journey. These are not just requirements to comply with Health and Safety or security procedures but are a genuine attempt to make sure the public gatherings are safe and successful.

The final revised documents are:

1. The Travel Mandate, with personalised details for your group
2. The Pilgrim Leader Briefing Notes
3. Journey Information
4. The Self Care Guide
5. The Photo ID Clarification Guide

You may find it helpful to provide copies of the documents: 3, 4 and 5 to your Pilgrim Group.

The Pilgrim Packs and Pilgrim Passes are dispatched separately by our logistics partner. Separate guidance is provided with the consignment.

Your Diocesan or Group Coordinator will require a completed Pilgrim list during the week of **6th- 10th September 2010**, so that a database is available during the Papal event, the 10th being the latest possible day for returns. The list can be added to or changed up to this time so that as many people as possible have the opportunity to attend (up to the limit of your allocation). The list can be sent either electronically or as a hard copy. For Pilgrim Point groups these should be sent via the Diocesan Coordinator who will then forward them to Judith Eydmann on

pilgrimcoordinator@cbcew.org.uk or on 0207 901 4848. The second stage allocation new groups will need to forward to Judith directly.

There is no declaration for you to sign, but as Pilgrim Leaders you will be taking responsibility for the Pilgrims in your group. A key aspect of the process is therefore, that by submitting the Pilgrim list you are confirming that

- You have received all the Pilgrim information as listed above
- You have been able to put in place everything as Pilgrim Leader
- Those on the Pilgrim list are known to the Church and present no known risk to the Holy Father or others attending the event. (It is not necessary to know every person individually, but you will need to verify that all are known to the Parish or Group community through the responsible Priest or another appropriate person.)
- For school/educational groups the necessary Governor and parental permissions are in place and that a proper process of Risk Assessment has been undertaken.

Diocesan Coordinators will have already noted how they wish the Pilgrim Lists from their Diocese to be formatted. In order to ensure ease of access for all it is important to note that the minimum requirement is name, address and best contact number for all those attending.

Re: Cofton Park Mass of Beatification Travel and Place Allocation

For the Mass of Beatification you will find attached details of your coach times and the number of Pilgrim places available on the Travel Mandate.

Please check the number of places you have been allocated, it is possible you will have more places than your original allocation. This will enable you to offer the chance to those who missed out in the first phase of allocation.

You will receive a Pilgrim Pack for every person in your allocation, which you may issue to your Pilgrim group at any time.

The £25 contribution will be needed for each of these places (collected by the method which has been chosen by your Diocese).

There is also a separate package of admission materials: the Pilgrim Passes. These must not be given out until the time you gather to depart.

You will receive enough Packs and Passes for the total allocation.

For the additional places you need to record the details of the person to whom they have been issued on your Pilgrim List.

Any unused Pilgrim Packs can be given away after the event as souvenirs. They do not need to be returned.

IT IS IMPORTANT THAT THE PILGRIM PASSES ARE NOT ISSUED UNTIL THE DAY OF THE EVENT OR WHEN YOU GATHER AS A PILGRIM GROUP TO DEPART.

If the passes were to be circulated beforehand, the security services are concerned that they might become available on the internet or be swapped around and safety could be compromised and/or additional security measures would need to be introduced.

CONCELEBRANTS

If you have Concelebrants travelling in your Pilgrim group (who have already requested a Concelebrant place) they will get a separate note on the Liturgical arrangements.

Re: Hyde Park Prayer Vigil Final Place Allocation

Please check the number of places you have been allocated, it is possible you will have more places than your original allocation this will enable you to offer the chance to those who missed out in the first phase of allocation.

You will receive a Pilgrim Pack for every person in your allocation, which you may issue to your Pilgrim group at any time.

The £5 contribution will be needed for each of these places (collected by the method which has been chosen by your Diocese).

There is also a separate package containing the admission materials: the Pilgrim Passes. These must not be given out until the time you gather to depart.

You will receive enough Packs and Passes for the total allocation.

For the additional places you need to record the details of the person to whom they have been issued on your Pilgrim List.

Any unused Pilgrim Packs can be given away after the event as souvenirs. They do not need to be returned.

IT IS IMPORTANT THAT THE PILGRIM PASSES ARE NOT ISSUED UNTIL THE DAY OF THE EVENT OR WHEN YOU GATHER AS A PILGRIM GROUP TO DEPART.

If the passes were to be circulated beforehand, the security services are concerned that they might become available on the internet or be swapped around and safety could be compromised and/or additional security measures would need to be introduced.

Should you wish to clarify any issue in the meantime please do not hesitate to contact your Diocesan Coordinator or the Group Coordinator in the first instance.

With our very best wishes,

Gerry Kehoe

Operations Manager for the Papal Visit

Papal Visit Call Centre: 0207 901 4848

Papal Visit Enquiry Email: pilgrimcoordinator@cbcew.org.uk

Emergency call outs: the National Travel plan arranged through National Express provides for replacement transport, standby engineers and a 24 hour operations control centre to try to ensure that everything possible will be done to get Pilgrims to Cofton Park and home again with the minimum of disruption.

To assist with this Pilgrim Leaders are asked to call the National Express call centre once the journey has begun. This number should also be rung if your coach has not arrived by your designated departure time, this will activate an emergency replacement.

0121 460 8748 0121 460 8760 0121 460 8769 0121 460 8730 0121 460 8759 0121 460 8750