

Youth Pilgrimage

Lourdes 2021

The **BIG** picture approach

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FOREWORD BY BISHOP MARK DAVIES

Every year in Lourdes, the young people of the Diocese make a vital contribution to the pilgrimage. The global pandemic has allowed us to pause and consider how best we can support these young people as fellow pilgrims. I am grateful for the wide consultation that has taken place during these summer months and to see the renewed vision for our youth pilgrimage that has emerged. I appreciate there have been many views expressed and a desire to carry forward wherever possible the good experience of past decades. I wish to record my thanks to all who have worked so hard to provide leadership for our youth pilgrimage in past years. I hope you will be able to be part of the renewed programme for young pilgrims.

I am very happy to introduce and commend this new plan for our Shrewsbury Diocesan Youth Pilgrimage. I hope we can now work together to make it a supportive and life-giving initiative for all our young people. In doing so, we can never forget that we go to Lourdes not merely on our own initiative, we go at the invitation of Our Lady who first invited a young person, Saint Bernadette, to pray with her. I hope this new vision and the work involved in its implementation will allow new generations to respond to the message and invitation of Lourdes to prayer; conversion of heart; and the re-discovery of the mystery and reality of the Holy Eucharist.

I place this renewed endeavour for the young people of Shrewsbury Diocese under the protection of Our Lady of Lourdes and commend it to the prayers of the first youth pilgrim, Saint Bernadette.

With my blessing,

+ Mark

Bishop of Shrewsbury

A WORD OF SUPPORT

PILGRIMAGE DIRECTOR – FR DAVID LONG

Our Annual Diocesan Pilgrimage to Lourdes is the largest gathering of young people in our Diocese. Over the years so many young people have participated in our Pilgrimage and their lives have been changed by the experience. Through their work they have discovered the value of selfless love in their devotion and care of the sick and less able. They have truly become the real presence of Christ to others. So much of this is due to your dedication as Group Leaders and I want once again to thank you for all you have done and hopefully will continue to do in the future.

This time of lockdown and the fact that we have been unable to go to Lourdes this year has provided an opportunity to reflect on our Youth Pilgrimage and how we can improve it so that our young people can get even more from the pilgrimage experience in the years ahead. We want our young people to have a real sense that they are part of the large family that is Shrewsbury Diocese and so we are providing new structures that will enable this. There will be a huge emphasis on formation of our young people both before, during and after the pilgrimage. It is hoped that this will enable our young people to appreciate the totality of what it means to be on Pilgrimage: that it is a journey of faith where we are nourished through our participation in the Mass and the other liturgies and devotions that our central to Lourdes and that faith is lived in the service we give to the sick and one another.

If our plans are to be successful we need your support and experience and the relationships you already have with our young people. The new structures may seem strange at first but they have emerged from a lot of thought and reflection and observation of the practice in other dioceses. I am convinced that they will enhance dramatically the appreciation of all that Lourdes offers for our young people and I commend them to you.

Fr David

DIRECTOR OF YOUTH – SANDY FAIRLEY

This is a great opportunity for us to build our identity as young people of Shrewsbury Diocese. This new model will give us the chance to put down strong roots, enabling our young people to grow and develop at many different levels. It will however come with its challenges, and with its learning curves but I do believe that we are in a great position to allow for this positive change to happen. I give my full support to this programme and look forward to seeing our young people flourish in the future, personally, spiritually and emotionally.

I think this also gives us a greater opportunity to build on the great work already happening in the Diocese particularly when it comes to Lourdes. I look forward to building on and strengthening relationships with those who have been involved for many years, and I also look forward to seeing the next generation of leaders engaged, equipped and encouraged to be the best they can be.

Sandy

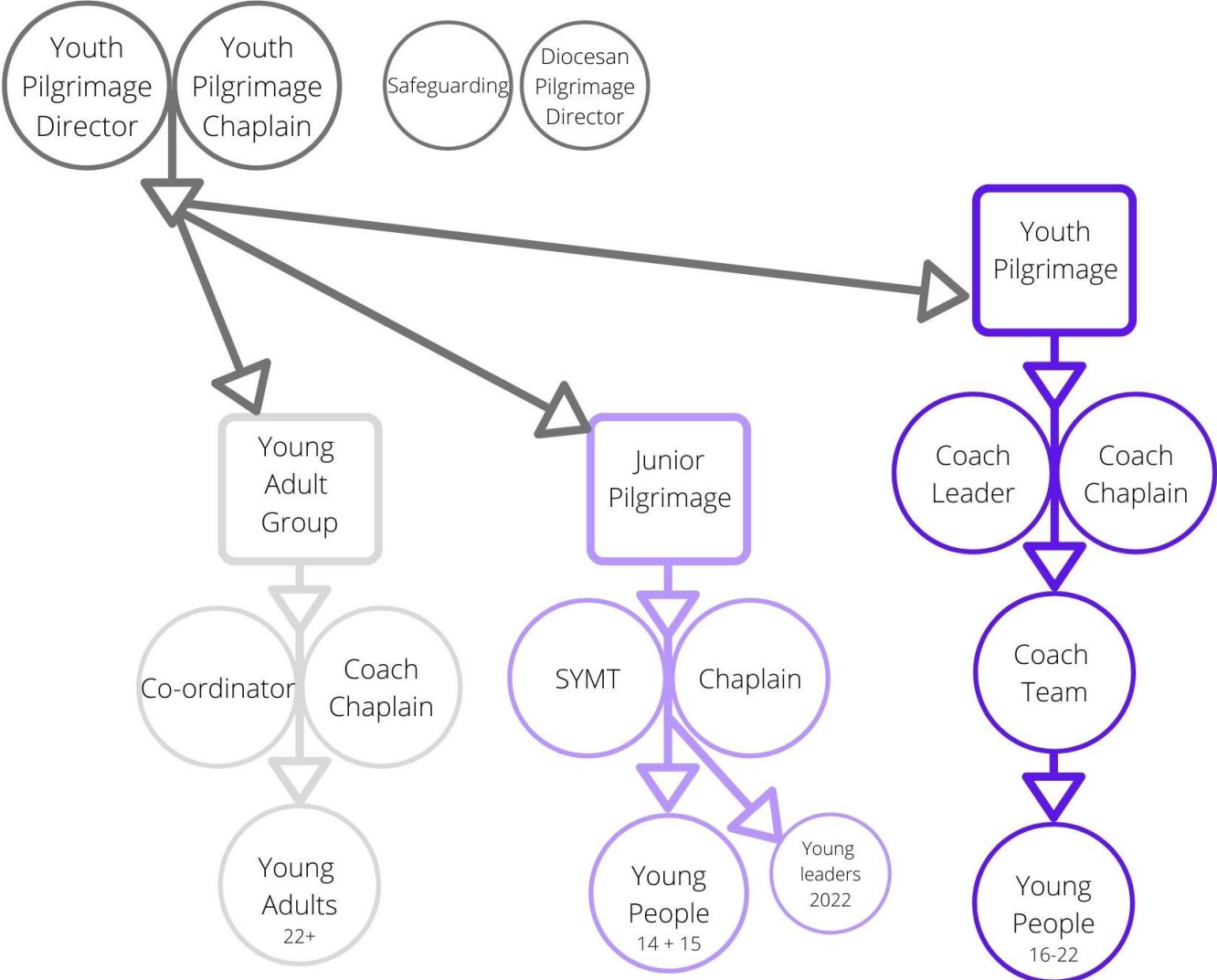
SAFEGUARDING CO-ORDINATOR – ANDREW O'BRIEN

The new structure provides a fresh approach to incorporate into our diocesan pilgrimage and enthusiasm can clearly be seen in this plan. The efforts to develop our youth pilgrims even further with a programme like this looks to add to the parish life of the Catholic youth across the diocese. We already know that many volunteers nurture the faith of our young people throughout the year and to have the SYMT present to support this even further is an amazing prospect. The safety of our young people is always one of the paramount focusses of diocesan activities. The clarity of designated roles and the new working structure is fully supported by the safeguarding office and will be reinforced by assistance and regular training.

An exciting opportunity has been provided because of the recent epidemic events for everyone to take a step back to consider some of the fundamentals of our pilgrimage. Working alongside Sandy it is evident that his vision and support from his team is going to strengthen the existing elements of the parish pilgrimage activities. Of course, to have experienced a break in the pilgrimage this year has been a sad time. Hopefully, it will revitalise and bring together the Shrewsbury Diocese Lourdes Pilgrimage in 2021. The joy that will be witnessed being part of the 70th anniversary of the diocesan pilgrimage once again in Lourdes will be a powerful experience. None of this could of course function without the generous commitment and faith that all our volunteers demonstrate each year. The support of all involved in the 2021 pilgrimage will enable a week of peace and fulfilment for our assisted pilgrims. The programme combined with the dedicated work of the Hospitality and volunteers now allows a new vision to be embraced and grown upon.

Andy O'Brien

LOURDES 2021
YOUTH PILGRIMAGE STRUCTURE



YOUTH PILGRIMAGE STRUCTURE

DEFINITIONS

PILGRIMAGE DIRECTOR – the person with overall responsibility for the whole pilgrimage

YOUTH PILGRIMAGE DIRECTOR – SYMT director and the person over all responsible for the youth pilgrimage. This role is appointed by the Bishop.

YOUTH CHAPLAIN – a priest of the Diocese appointed by the Bishop to be chaplain to the young people.

CORE TEAM – the core team are made up of key people who are responsible for supporting the overall running of the youth pilgrimage. This group will be appointed by the Youth Pilgrimage Director in collaboration with the Pilgrimage Director.

COACH LEADER [1 per coach] – the person over all responsible for young people and the adult leaders on each coach. This person will be appointed by the Diocese and will be over all responsible for the conduct and formation of the young people and adults on the coach. It is also the coach leader's responsibility to ensure that all people on their coach participates fully in the preparation for and the participation in the pilgrimage. Some coaches may choose to have two coach leaders who work in collaboration. Coach Leaders will have the option to take on shifts or will have the opportunity to support shifts where possible.

COACH TEAM [5 or 6 per coach] – must have participated in at least one pilgrimage or have had other relevant experience and be will be from localised areas responsible for bringing young people together under the guidance of the Coach Leader and the Director of the youth pilgrimage. Coach Team will be asked to work shifts and rotas.

COACH CHAPLAIN – Where possible each coach will have a priest chaplain assigned to them however in some cases this may be a lay chaplain who is supported by the Youth Pilgrimage Chaplain, the chaplain is responsible for the formation and care of the young people and adults on the coach. The chaplain will be appointed by the Diocese.

YOUNG ADULT CO-ORDINATOR – This person is responsible for pilgrims traveling with the main pilgrimage who wish to volunteer and support the wider pilgrimage. Their role will involve communication with the young adults – supporting their formation and also the co-ordination between the Branc team and the Hospitalite.

HOTEL LEAD – This person is over all responsible for making sure young people and adults are in the hotel's when they are expected to be. They will also communicate regularly with the coach leads to make sure everyone is safe and accounted for. Hotel Lead, along with the Youth Director, will also be the person that is overall responsible should the hotel's need evacuated during the evening.

JUNIOR PILGRIMS – is for young people who are 14 to 15. These young people will participate in the pilgrimage, but their experience and formation will be led by the Shrewsbury Youth Mission Team. A full programme of events will dovetail with the main

pilgrimage but will be supplemented by activity and formation specific to the group's needs.

YOUNG LEADERS – the young leaders programme will begin in 2022. This will be a group of young people who would like to assist the Junior pilgrimage. They will be between 18 and 22 and have done at least one pilgrimage to Lourdes. They will be responsible for supporting the SYMT in the running of the Junior pilgrimage. Young leaders will wear the Youth Pilgrim t-shirts in purple.

YOUTH PILGRIMS – the youth pilgrims will be young people age 16 to 22 who will travel by coach under the care of a coach leader. These young people will come from across the diocese and may come from both Parishes and Schools. (Schools wishing to send young people on pilgrimage under the age of 18 will be able to send school staff as coach animators, who will work alongside the coach lead, however with parental/carer permission the young person will be able to travel with the Diocese without the need for school staff.)

YOUTH COACH – led by a coach leader with a team of animators, the youth coach should only have young pilgrims age 16 to 22.

YOUNG ADULT GROUP – for those, 22+ a group will be established that is run by the Young Adult Co-ordinator. The group will book on to the main pilgrimage as a pilgrimage volunteer and will be given the same choice of hotels and transport as the main pilgrimage.

The young adult group will support both the main pilgrimage and the youth pilgrimage. This group may also take on extra responsibilities in the hospital, more personal aspects of the pilgrimage or be responsible for the early shifts.

The young adult group will be expected to follow the same guidelines as the rest of the pilgrimage and will be given the opportunity to join the Youth Pilgrimage formation programme.

YOUTH FORMATION TEAM – The formation team will be responsible for formation programme of the youth pilgrimage. This will be a small group of adults who can lead the short and long formation during the Lourdes week. This group will also work alongside the Youth Music Group to support the reflection time. They will also be available for those young people who may need a little extra support during the Lourdes week.

YOUTH MUSIC GROUP – This group will be responsible for all the music during the young people's prayer and reflection time. They will be led by a music co-ordinator who will also lease with the main pilgrimage music group.

YOUTH PILGRIMAGE - AGE PROFILE

14 – 15	Junior Pilgrims
16 – 22	Youth Pilgrims
18-22	Young leaders (coming online 2022)
22+	Young Adult Pilgrims

BRANDING

All Adults

All leaders and animators traveling with the Youth Pilgrimage or the Junior Pilgrimage will wear the White t-shirt and hoodie

Adults will also travel under the SYMT logo and the Lourdes logo.

Youth Pilgrim

This group will be identified by white pilgrimage t-shirt and hoodie. Across the back of the t shirts will be Diocese of Shrewsbury Youth with the pilgrimage logo across the front.

Junior Pilgrim

Junior pilgrims will be identified by a light purple t-shirt and hoodie with Junior pilgrim across the back.

Young Adult Coach

This group will wear the white pilgrimage helper's t-shirt.

Youth Logo

A new Youth Pilgrimage Logo will be created – this will sit alongside the wider pilgrimage logo.

PRE DEPARTURE MEETINGS

- Coach leaders meeting x 3 facilitated by the Diocese
- Preparation day x 2 facilitated by the diocese
- Animators training day x 1
- Coach meetings
 - Minimum of 3 facilitated by Coach Leaders
 - Minimum of 1 parent/carer meeting for under 18's

Commitment to the pilgrimage is important therefore each person must attend the two preparation days and all coach meetings set out by the coach leaders. This will be part of the pilgrimage agreement.

The dates for all meeting will be published a year in advance and will occur at a similar time each year.

BOOKINGS

All bookings will be made through the pilgrimage office. A standardised cost for the youth pilgrimage will be put in place, this will cover all elements of the pilgrimage including insurance and t-shirts/hoodies.

FORMS

There will be a specific "Youth Pilgrim" application/booking form. This will allow us to capture the young people specific information required. This will hopefully move online but will still be managed through the pilgrimage office.

FINANCE

Pilgrims are all responsible for their own financing – Coach groups may well choose to do some form of fundraising together – this will then be up to the individual coach leaders to divide up amongst individual pilgrims. All finance will be held centrally.

HOTELS

Hotels will be assigned to each coach. There will be a standard of hotel selected by the Diocese. These will be in close proximity to each other. Coach leaders will be responsible for the allocation of rooms.

COACHES

Coaches will be allocated on a first come first served basis. Young people will be asked to indicate what area they are looking to be allocated to and this will be catered for. Once one coach has been filled young people will be invited to join another coach or be put on a coach waiting list. VIP's will not travel on youth coaches.

RECRUITMENT

Material will be provided by the Diocese to support the recruitment. Diocese level communication with parishes and schools will support this material. There will also be a Diocese wide road show run each year to get support from schools and parishes. However, it will be the responsibility of the Coach Leader with the Coach Team to ensure that they can fill their coach allocation at a local level.

The Pilgrimage Office will also contact all young people involved in the 2019 inviting them to join the 2021 pilgrimage.

SAFEGUARDING AND HEALTH AND SAFETY

The Diocese takes overall responsibility for the safeguarding of the pilgrimage however safeguarding is the responsibility of everyone on the pilgrimage. Support and training will be provided for all adult leaders and safeguarding training will be provided for all young people involved in the programme.

Health and safety is also the responsibility of the Diocese. It is the responsibility of the coach leaders and coach team to ensure that these guidelines are followed. Training and support will be provided.

LOURDES 2021
DRAFT
BEFORE AND AFTER PROGRAMME

September 2020	New Program Launched Across the Diocese Coach leaders Appointed/Reappointed All roles to be filled
November 2020	All bookings open
January 2020	Coach leaders meeting Virtual Roadshow for Parishes and Schools
March 2021	Closing Date for all application forms Coach leaders meeting Preparation day 1
June 2021	Coach leaders meeting Animators Training Day Preparation day 2 School and Parish Road show (Post 2021)
July 2021	Lourdes Pilgrimage
September 2021	Lourdes Celebration All bookings open for 2022

**YOUTH PILGRIMAGE
COACH STRUCTURE**

Diocese of Shrewsbury - East	Diocese of Shrewsbury - Central	Diocese of Shrewsbury - West
<i>South Trafford and Wythenshawe Stockport and Tameside</i>	<i>Shrewsbury and West Shropshire Telford and East Shropshire Central Cheshire Warrington and Runcorn</i>	<i>Elsmere Port and Chester Wallasey and West Wirral Birkenhead and East Wirral</i>
<p style="text-align: center;">Coach Leaders Coach 1 Coach 2</p> <p style="text-align: center;">Coach Chaplain Coach 1 Coach 2</p>	<p style="text-align: center;">Coach Leaders Coach 3 Coach 4</p> <p style="text-align: center;">Coach Chaplain Coach 3 Coach 4</p>	<p style="text-align: center;">Coach Leaders Coach 5 Coach 6</p> <p style="text-align: center;">Coach Chaplain Coach 5 Coach 6</p>
Junior Pilgrimage	Young Adult Group	
<p style="text-align: center;">Coach Lead SYMT</p> <p style="text-align: center;">Coach Chaplain</p>	<p style="text-align: center;">Co-Ordinator</p> <p style="text-align: center;">Chaplain</p>	

PROPOSED YOUTH PILGRIMAGE

Based on the 2020 program

	Main Pilgrimage	Youth Pilgrimage	Junior Pilgrims
Monday 27th July			
11.00		Predeparture liturgy and Coach blessing by Bishop Mark	
12.00		Departure of all coaches	
Tuesday 28 July			
13.00		Youth Coaches arrive Settle in/Lunch	
15.00		Opening formation	
16.00		Lourdes Orientation	Lourdes treasure hunt
		Supper	
20.00		Commissioning liturgy	
		Small Group Time	Small Group Time
21.00		Lights out	
Wednesday 29 July	Flights?? Airport meet and greet??		
8.30		Coach leaders meeting	
9.00		Morning reflection and formation	
11.00		Practicalities and training	Practicalities and training
		Lunch	
14.00		Boly Mill tour	Castle visit
15.00		Afternoon formation	Domain Wonder Wander
16.00		Final prep session	Service and prep for mass
21.00	Mass (St Bernadette Carmel)		
22.30		Hotel Huddles – Games night	
24.00		Lights out	

Thursday 30 July			
8.30		Flash formation and morning prayer	Flash formation and morning prayer Prep for welcome at the opening mass
10.30	Opening mass and catechesis (St Bernadette Carmel)		Followed by café visit
12.00		Bishop Mark Meet and Greet	Games on the prairie
14.00	Passage through the grotto	Young people not assisting pilgrims to pass through the grotto together	
15.00			Boly Mill tour
18.00	Music practice (St Bernadette grotto)	Formation evening – Bishop Mark to lead reflection	
21.00		Watch the torchlit procession from above	
		Small group café time	
24.00		Lights out	
Friday 31 July			
7.30		Coach Leaders meeting	
8.00		Flash formation and morning prayer	
09.45	Grotto mass		
11.00			Café Time/Souvenir hunt
14.00	Baths		
17.00	Blessed sacrament procession		
21.00	Youth liturgy (Ss Cosmas and Damian)		
22.00		Parish Links Evening	
24.00		Lights out	
Saturday 1 August			
8.00		Flash formation and morning prayer	
09.30	Mass (St Bernadette Carmel)		
11.30		Clergy Cafe	Bishop Mark Gather
14.00	Penitential service (Pius x center)	Reconciliation service	

		(YP go in to the main service to receive the sacrament)	
21.00	Torchlight Marian procession		
22.00		Small Group/coach Café Time	
22.30		Late night visit to the grotto	
		Coach and Youth Candle lighting	
24.00		Lights out	
Sunday 2 August			
7.30		Coach leaders meeting	
8.00		Flash formation and morning prayer	
09.30	International mass (Pius x)		
10.30		Bishop Mark Meeting	Gavarnie Outing Dinner out
17.30	Clergy holy hour (Bartres)	Coach Outing Dinner out	
24.00		Lights out	
Monday 3 August			
8.00		Flash formation and morning prayer	
09.00	Way of the cross (sick)		Buddy up morning
09.45	Upper stations of the cross		
11.00			
14.00	Hospitality and closing mass (St Bernadette grotto)		
14.00		Prairie Gathering and Games	
15.30	Holy hour (St Bernadette grotto)		Clergy Cafe
16.00		Shopping time	
20.30		Coach awards - Hotel	
21.00		Party night - Rivasol	
24.00		Lights out	
Tuesday 4 August			
08.30	Mass (rosary basilica)		
10.30		All Coaches Depart	

LOURDES 2021
YOUTH PILGRIMAGE
DRAFT HANDBOOK

YOUTH DIRECTOR/DIOCESE

- Appoints Coach Leaders for a period of one year.
- Ensures safeguarding procedures are in place alongside the safeguarding office.
- Ensures all those who need DBS clearance have the appropriate clearance.
- Ensure Teams have appropriate experience and adequate preparation for the pilgrimage.
- Ensure there is a Preparation Days at which appropriate training and formation is given.
- Ensure adequate first aid provision is available.
- Liaise with other members of the pilgrimage: hospitalite, music, co-ordinators meetings and any other meetings where appropriate.
- Promote the youth pilgrimage and ensure adequate promotional material is available in good time in parishes and schools of the Diocese.
- Plan and prepare coach teams meetings and training before and after the pilgrimage.
- Oversee the work of the coach leaders whilst in Lourdes and before.
- To support the Junior and Young Adults pilgrimages where appropriate.

YOUTH COACH LEADERS

- Coach Leaders have a duty of care to make sure that young people are safe and healthy. They have a common law duty to act as a reasonable parent/carer would. They should not hesitate to act in an emergency and to take life-saving action in an extreme situation.
- They will be responsible for the recruitment of coach team, subject to the approval of the Youth Director.
- They will attend all Coach Leader's meetings.
- They will ensure that Application Forms are completed and sent into the Pilgrimage Office.
- Ensure there is an appropriate mixture of genders of Animators. The minimum age for coach team members is 22.
- Allocate duties to coach team members.
- Ensure that there is good preparation for young people. This will include roles & responsibilities, the story of Lourdes, disability awareness, the theme of the year, spiritual and liturgical preparation, and practical preparation.
- Ensure there be at least one meeting with parents/carers for those under the age of 18.
- Ensure that there are at least 3 coach meetings prior to Lourdes and 1 meeting post Lourdes.

- In collaboration with the pilgrimage office ensure all the members of the coach have a valid passport, visa (if appropriate), and EHIC. Photocopies of all the passports should be taken for emergency use.
- Ensure medical forms have been returned and are kept in a safe place; and any specific needs are catered for.
- Ensure all payments are made in a timely manner.
- Collaborate with the Youth Pilgrimage director in the writing of all risk assessments.
- Ensure the full participation of young people in the whole Pilgrimage Programme.
- Ensure that young people abide by the agreed standards of behaviour of the Diocesan Pilgrimage, as noted in the pilgrimage commitment, pilgrimage rules and any other rule as agreed by the competent authorities.
- Be aware of emergency procedures for the Diocese.

COACH CHAPLAINS

- Chaplains are priests who act as role models to young people in what they say and do. They are full and equal members of the Team. They are to encourage, support and affirm the faith and unique gifts God has given to all. They will endeavour to help staff and young people to connect acts of service on pilgrimage with faith in Jesus.
- To support the planning and delivery of acts of worship and praise.
- Explain the significance of different services: anointing of the sick, Blessed Sacrament procession, international mass, torchlight procession, reconciliation services etc in conjunction with the pilgrimage formation programme.
- Will assist the Coach leader in ensuring the safety and well-being of young people throughout the journey and in Lourdes.
- Will attend the Preparation Days.
- Attend and participate in youth pilgrimage events and liturgies.

COACH TEAM

- The Coach Team are people who are witnesses to the Catholic/Christian faith in what they say and do. They act as role models to young people at all times.
- The coach team will support the Coach Leader and actively support all the rules of the pilgrimage.
- They will work with the Coach Leader to ensure the safety and well-being of all young people on the Pilgrimage.
- They will attend coach preparation meetings.
- Will maintain a professional relationship with young people before, during and after the Pilgrimage.
- Will carry out the duties and tasks entrusted to them by the Coach Leader.
- Will assist the Coach Leader in ensuring the full participation of all young people in the Pilgrimage Programme.
- Will make every effort to identify and respond to young people who show signs of being marginalised reporting any concerns to the Coach Leader.
- Will take positive action if they see young people acting in a manner that will hurt the reputation of the pilgrimage. Necessary follow up can be passed onto the appropriate coach leader.
- Attend the Preparation Day

YOUNG ADULT CO-ORDINATOR/COACH LEAD

- To liaise with hospitalite embers and other relevant leaders to ensure over 18s are deployed efficiently.
- To attend appropriate meetings
- To liaise with Coach Leaders when it comes to rotas.
- To explain the health and safety issues of the work during the week of the Pilgrimage
- To be on hand during the week to assist with any problems that should arise pertaining to over shifts.
- To attend coach leader meetings.

YOUTH PARTICIPANTS - Under 18

As a pilgrimage volunteer, you MUST

- Participate FULLY in the pilgrimage programme and formation programme.
- Attend your duties punctually wearing appropriate dress and in a fit state to carry out the work asked of you.
- Follow direction from your Coach Leader or coach teams at all times. If instructions conflict
- you MUST discuss with your Leader.
- Treat everyone equally and with respect, especially other young people and vulnerable adults.
- Challenge unacceptable behaviour. Bullying, harassment, intimidating behaviour, discrimination,
- provocation or threatening behaviour is not acceptable and will not be tolerated at any time. Lead by example with your personal conduct.
- Understand that as a volunteer you may be given some limited sensitive information about the
- pilgrim you are caring for. In this situation you must respect people's privacy and only share the
- information when appropriate.
- Inform your Coach Leader if you are experiencing difficulty with any aspect of the pilgrimage,
- whether physically or emotionally.
- Act responsibly when publishing photographs of the pilgrimage and seek permission where required.
- When taking photographs, you should be mindful as to whether they are appropriate and tasteful. You are asked not to post pictures of our VIPs whilst in Lourdes.
- At all times within the Domain, pilgrims are required to dress and behave respectfully. In particular
- they are asked to ensure that shoulders and mid-riffs are covered at all times and that shorts/skirts
- are at least 'knee length'. For safety reasons you are required to wear sensible, flat soled, secured

- footwear with an element of heel protection. Flip flops must not be worn on duty. If at any point you are considered to be inappropriately dressed either by Diocesan pilgrimage leaders or Sanctuaries staff, you may be asked to return to your hotel to change.
- When on duty you must wear the identifiable Diocesan shirt or hoody as well as your Diocesan name badge.
- Report any concerns/emergencies regarding your safety or the safety of others to the nearest
- responsible person as quickly as possible and then to your Coach Leader or with the Pilgrimage
- Safeguarding Representatives or Andrew O'Brien (Safeguarding Coordinator).

As a pilgrimage volunteer, you **MUST NOT**:

- Use language or discuss topics which are inappropriate or offensive and could not be used comfortably in the presence of your parent/carers or another adult.
- Organise any daytime or evening outings that deviate from the pilgrimage programme.
- Share information relating to a young person, sick pilgrim or someone in the care of the Diocesan
- pilgrimage via the internet or social networking sites such as Facebook or Twitter.
- Obtain or publish photographs of any child, young person or vulnerable adult without their parent/carers permission or the permission of the guardian for any vulnerable adult.
- Mistreat any child, young person or vulnerable adult physically, emotionally or sexually on the
- pilgrimage or otherwise.
- Neglect your duties in a way that may lead to the harm of a child, young person or vulnerable adult.
- Possess or use illegal substances or carry weapons of any kind.
- Consume any alcohol, keep alcohol in your hotel room, or purchase alcohol in a public place any found may be confiscated.

YOUTH PARTICIPANTS – Over 18

As a pilgrimage volunteer, you **MUST**

- Participate **FULLY** in the pilgrimage programme and formation programme.
- Attend your duties punctually wearing appropriate dress and in a fit state to carry out the work asked of you.
- Follow direction from your Group Leader or Diocesan Pilgrimage Representative at all times.
- Treat everyone equally and with respect, especially children, young people and vulnerable adults.
- Challenge unacceptable behaviour. Bullying, harassment, intimidating behaviour, discrimination, provocation or threatening behaviour is not acceptable and will not be tolerated at any time. Lead by example with your personal conduct.

- Understand that as a volunteer you may be given some limited sensitive information about the pilgrim you are caring for. In this situation you must respect people's privacy and only share the information when appropriate.
- Inform your Group Leader if you are experiencing difficulty with any aspect of the pilgrimage, whether physically or emotionally.
- Act responsibly when publishing photographs of the pilgrimage and seek permission where required. When taking photographs you should be mindful as to whether they are appropriate and tasteful.
- Wear your name badge somewhere visible at all times.
- Follow all guidelines set out in the handbook with regards to under 18's and Alcohol.
- Report any concerns/emergencies regarding your safety or the safety of others to a Coach Leader or with the Pilgrimage Safeguarding Representatives, Fr David Long
- or Andrew O'Brien (Safeguarding Coordinator)

As a pilgrimage volunteer, you MUST NOT:

- Use language, or discuss topics which are inappropriate or may cause offence.
- Share information relating to a young person, sick pilgrim or someone in the care of the Diocesan pilgrimage via the internet or social networking sites such as Facebook or Twitter.
- Obtain or publish photographs of any child, young person or vulnerable adult without their parent/carers permission or the permission of the guardian for any vulnerable adult.
- Mistreat any child, young person or vulnerable adult physically, emotionally or sexually on the pilgrimage or otherwise.
- Neglect your duties in a way that may lead to the harm of a child, young person or vulnerable adult.
- Possess or use illegal substances or carry weapons of any kind.
- Buy alcohol or encourage the consumption of alcohol for under 18's.

MEDICAL ISSUES

The Medical/Consent Form has all the information you should need about young people's health. If you have any concerns prior to the pilgrimage then please speak to the parent/carer concerned.

FINANCE

All payments should go through the pilgrimage office and all money should be managed through the office.

EXPENSES

Coach Leaders may submit an expense request, this should be sent to the youth pilgrimage director before moneys are spent.

COACH FUNDING

Coaches are able to fundraise for the pilgrimage this money should be managed through the coach leader.

SPONSORSHIP

Care should be taken to assess that sponsors uphold the Christian/Catholic nature of the Pilgrimage. Potential sponsorship should be discussed with the Director.

JOURNEY AND HOTEL

The journey should start with prayer. Young people may need to be reminded of the need for safety on the coach. Everyone will need to wear seat belts.

If there is a problem with the coach e.g. seating, then the Youth Director should be contacted immediately.

Coach drivers should adhere to the coach contract that outlines the requirements of the pilgrimage. They do not have oversight over the young people. Any problems should be addressed to them with another leader present and done so in a private capacity. On arrival in Lourdes concerns should be shared with the Director, Coach leaders should not attempt to deal with these issues themselves.

Check location of all fire exits in the Hotel. Ensure passageways are not blocked and that fire doors are not locked or obstructed in any way.

Check the location of fire-fighting equipment.

Have the fire alarm explained to you and tested so that all know what it sounds like.

Explain fire safety and the evacuation procedures.

Make clear where the fire assembly point is.

PILGRIMAGE WEEK

The first day in Lourdes is possibly the only that day that new young pilgrims will have the availability to visit the places associated with Bernadette's life. It is essential that those in Lourdes for the first time are given a tour of these places.

New young people to Lourdes should also be taken around key places that they will need knowledge of for the week. These include.

- The Grotto.
- The Chapel of light
- The Baths and water fountains
- Statue of the Crowned Virgin.
- Rosary Square.
- St Joseph's/St Michael's gate.
- The Underground Basilica of Pius X.
- The Church of St Bernadette.
- Acceuil Notre Dame.

Supervision in the week can be CLOSE or REMOTE but is always 24 hours.

Close supervision occurs when the group remains in sight and in contact with coach staff.

Remote supervision occurs when young people from the coach go off for free time or other planned activities on their own during the day.

At these times young people should clearly understand that they are always ambassadors of the diocese and where they may seek help if it is required.

Advise young people that if anyone approaches them in a threatening or abusive way, they are to report it to the Coach Leader at the first opportunity.

After the Torchlight procession or evening activity a head count must be taken.

Young people are not to walk anywhere unsupervised. Night time free time is supervised free time.

Young people must be accompanied by two adults if they need to go back to the hotel before 12 midnight.

Coach Leaders and staff will ensure as little noise as possible from the group moving through Lourdes out of consideration for those who have retired to bed.

In hotels with other guests noise must be kept to an absolute minimum.

Two leaders are required to enter a young person's room. Young people's privacy should be respected and Leaders need to announce their intention to enter the room.

UNIFORM

On Duty:

Pilgrimage t-shirts should be worn.

Shorts/Skirts should be (approaching) knee length or below.

Leggings can be worn if something worn over them.

Sensible shoes to be worn – not flip flops.

Purple t-shirt uniform for youth pilgrims only. Former members of pilgrimage and guests should not be wearing the youth pilgrimage t-shirt.

ID badges should be worn at all times (both on duty and off duty).

All adult leaders should wear their photo ID at all times.

Purple should always be the outer colour.

Off Duty:

Purple t shirts should not be worn when off duty.

Hoodies can be worn on journey

ID badges should be worn at all times (both on duty and off duty).

Attire should be suitable for a pilgrimage even in free time/nights/day off

SMOKING

When wearing uniform:

Smoking is prohibited when on shift and is banned in the domain.

When not wearing uniform:

Can smoke freely but be discrete away from group

E cigarettes have same rule

ALCOHOL

Under 18's – No young person should be under the influence of alcohol. Any young person found to be under the influence will be sent back to the hotel and consequences dealt with by the Youth Director and Safeguarding lead. Young people may be sent home, the cost of which will be incurred by the parent/carers.

OVER 18'S

When in the presence of under 18's and the Junior Pilgrims

On normal nights:

2 Demis

Wine can be drunk in place of Demi. One small glass = one Demi.

Drinks should be bought one at a time.

Over 18's nights:

No Shots

Spirits should be drunk with mixers.

Drinks should be bought one at a time.

Coach leads/animations to offer policing in cases where it seems too much may be being drunk.

No alcohol is to be drunk in the day by leaders or young people.

Leadership to assist in enforcing drinking up time and leaving bars quietly and respectfully.

QUESTIONS TO PONDER

Finance – How can coaches fundraise and divided up the funds depending on who raised funds?

Hospitalite – How do we forge a positive relationship between the youth pilgrimage and the hospitalite?

Old model finances – we need to find a way forward for managing finance left over from previous years. Will this just be passed over to coaches or to the diocese to be divided up between the youth pilgrimage? Are there pots of money out there? Are there any legacies that we are aware of?

If we were to give names to the different groups what could they be?

What else do we need to consider?

NEXT STEPS

Consultation Phase

- | | |
|-------------------------|-----------|
| 1. Fr David Long | July 2020 |
| 2. Bishop Mark | July 2020 |
| 3. Core Team/Key people | July 2020 |

The next steps we propose to take would be the following:

- 1) Bishop Mark to approve Lourdes 2021 programme as a whole – August 2020
- 2) Bishop Mark to officially appoint the Director of the Youth Pilgrimage – August 2020
- 3) Bishop Mark to appoint the Youth Chaplain to the Pilgrimage – August 2020
- 4) Dissemination of the decision to Group Leaders, Parishes and Schools – September 2020
- 5) Youth Pilgrimage Director to appoint – September 2020
 - a. Core Team
 - b. Formation Team
- 6) Identify Coach Chaplains – September 2020
- 7) Identify Coach Leaders – September 2020
- 8) Diocese wide promotion to include Parishes and Schools – September/October 2020