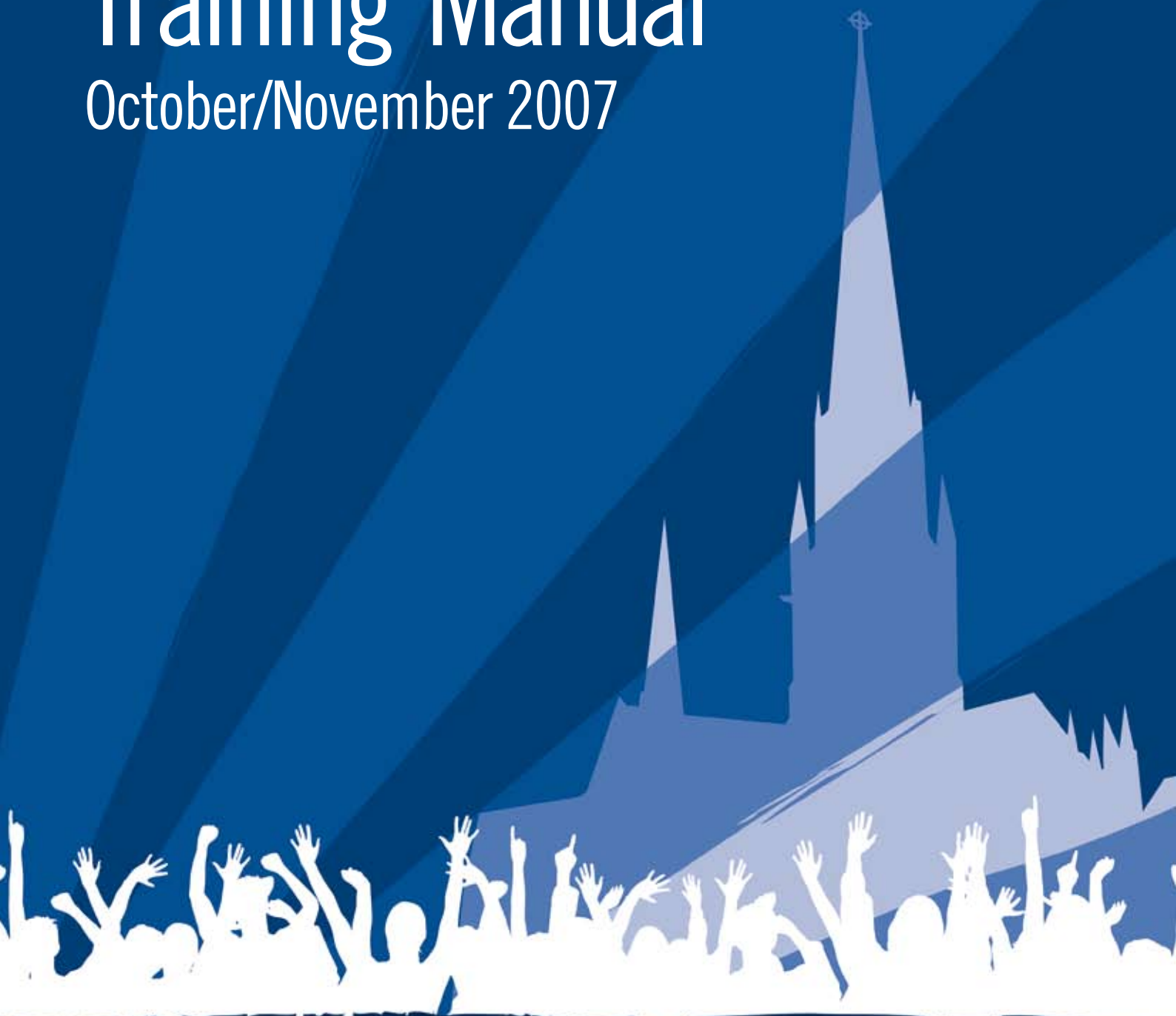


pilgrimTEAM

Training Manual

October/November 2007



days
in the **Dioceses**
melbourne
10-14 july '08

world youth
day '08

it all
starts
here



pilgrimTEAM

Training Manual

October/November 2007



Produced and published by the World Youth Day Office of Melbourne

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World Youth Day Melbourne Office
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www.did08.com

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WELCOME AND INTRODUCTION

Welcome and thank you for attending our *Pilgrim TEAM* Training Session.

Today, you will meet some of the World Youth Day Melbourne Team who have put together an interesting and informative program as a guide for your community's involvement in the World Youth Day (WYD) and Days in the Dioceses 2008 (DID08) events.

This training session will provide separate training for each of the appointed WYD coordinators from your community. This ensures you will receive the most relevant information specific to the task you have been allocated. The first page contains a summary of the key information to give all attendees a snapshot of the program, important dates, and information to guide you on the next steps. However each section then contains detailed information on each of the major programs – Formation, Local Events and Melbourne Stay.

It is important to use this training session as an opportunity to ask questions, clarify your role, obtain resources and understand the support made available to you from the WYD Team Melbourne.

As a key *Pilgrim TEAM* member it is important to use your contacts and networks to initiate support of WYD and DID08 activities in your local community. You cannot do this task alone – so ensure you seek support from others in your community to help you.

➔ INTRODUCTION TO YOUR PILGRIM SERVICES GUIDE

The Pilgrim Services Guide provides each *Pilgrim TEAM* member with a summary of all the programs planned for the celebrations of the DID08, Melbourne.

A *Pilgrim TEAM* member are the people who have been nominated at the parish/school to enthuse and harness support for the DID08 event in Melbourne and the WYD pilgrimage to Sydney.

Given the level of interest from our local Catholic Youth networks and our international pilgrim networks it is important for you to plan ahead and ensure your local community is actively involved in the celebrations of this important event.

➔ WHAT IS WORLD YOUTH DAY?

In 1984 Pope John Paul II invited the youth of the world to come together as an opportunity for them to share and celebrate their faith – this would become the first World Youth Day. Since then, every Palm Sunday, young people around the world celebrate World Youth Day at a diocesan level and every 2 –3 years at an international gathering.

At the last World Youth Day in Cologne, Germany in 2005 Pope Benedict XVI announced that World Youth Day 2008 would be held in Sydney, Australia. This will mark the first time that a World Youth Day has been held in our country and will also mark the first visit of Pope Benedict XVI to Australia. The major events that form part of the WYD 2008 celebrations include:

- **15 July** Opening Mass
- **15–18 July** Catechesis in the morning and Youth Festival in the afternoons, forums, concerts, speakers and theatre
- **17 July** Arrive and Welcome of Pope Benedict XVI at Sydney Harbour
- **18 July** Stations of the Cross through the city streets of Sydney
- **19 July** Pilgrim walk from Harbour Bridge to Randwick Racecourse
Vigil with the Pope and sleep-out under the stars
- **20 July** Final Mass celebrated by Pope Benedict XVI

WHAT ARE THE DAYS IN THE DIOCESES?

Days in the Dioceses are a series of celebrations held in the dioceses around Australia before the WYD 2008 celebrations commence in Sydney. Pilgrims will have a chance to commence their pilgrimage in different parts of Australia. Melbourne is the largest Catholic Archdiocese in Australia – and as such will host a large number of WYD pilgrims on their way to Sydney.

The DID08 program in Melbourne will offer a variety of cultural, sporting, musical and spiritual experiences. Throughout the week there will be opportunities to visit local parishes and communities, time for quiet prayer and the sampling of all that Melbourne has to offer both spiritually and liturgically. With more than 1 million Catholics residing in Melbourne this is an unparalleled opportunity for Catholics of different cultures to come together and share their faith. The week will culminate with the celebration by Archbishop Hart of a Commissioning Eucharist to bless the pilgrims on their journey to World Youth Day on the evening of Saturday 12 July 2008.

We are inviting all members of the Melbourne community to become involved in the preparations and celebrations for the DID08 program. Our Catholic parishes, schools, communities and organisations will play an important role in supporting these celebrations through a variety of programs that you will learn more about through this *Pilgrim TEAM* Training.

PROFILE ON PILGRIM SERVICES

➔ WHAT IS PILGRIM SERVICES?

Pilgrim Services for WYD and DID events focuses on the services to ensure our pilgrims, both in Melbourne and those visiting us from overseas, will experience an event that they will remember forever. For those pilgrims domestically, Pilgrim Services, through the Activ8 Program will provide leaders who will be taking groups on the pilgrimage to Sydney the information, skills and tools to ensure all are prepared both practically and spiritually for the event.

During, and in the lead up to, DID08 Pilgrim Services will assist with ideas for parish based events and functions whilst hosting our international guests and provide key information to you to assist in the departure of our pilgrims to attend WYD.

Pilgrim Services also provides training to make sure that everyone across the Archdiocese of Melbourne has the most up to date information to both encourage our youth to attend WYD and provide ideas and support for the everyone to assist in activities for fundraising in the lead up to the event.

Finally, Pilgrim Services will ensure the smooth operation of our Melbourne Stay Program for our international pilgrims attending DID08 and will lead the management of all volunteers.

Most importantly, the members of Pilgrim Services team exist to help make your task as Key Contact or coordinator easier! If you have any questions or are just looking for some support then please contact us by email info@did08.com or by phone 9412 8400.

➔ WHO IS THE PILGRIM TEAM?

The *Pilgrim TEAM* is **You!** We are bringing you into the DID08 *Pilgrim TEAM* family so you can be a part of the most significant Catholic youth event to ever be staged in Australia. The *Pilgrim TEAM* comes from all parts of the Catholic community including parishes, schools, communities, organisations and youth ministry groups. The *Pilgrim TEAM* will enable all of us to serve and support pilgrims on this spiritual pilgrimage.



➔ ONLINE ADMINISTRATION SYSTEM

The WYD Team Melbourne is developing the 'Days in the Dioceses Online Administration System' (DIDOAS) to manage the organisation of the DID08 program. This system allows us to communicate and work with overseas pilgrim groups, local parishes, schools and religious organisations, host families and volunteers in the Archdiocese of Melbourne who are involved in DID08. Our Online Administration System is linked to the World Youth Day Sydney registration system. We will receive all pilgrim information from the Sydney system.



Key Contacts, Formation Coordinators, Events Coordinators, Melbourne Stay Coordinators, International Pilgrim Group Leaders and WYD Team Melbourne staff will all be users of this system. Contacts and coordinators will require an email address and web access to use the system.

Through the Online Administration System users can add, search and view information about:

- Local Events occurring in the parish and across parishes
- Guides who will accompany groups from the parish or school
- International pilgrim groups coming to Melbourne
- Melbourne Stay host homes and venues within the parish

Melbourne Stay applicants and volunteers will apply through the Online Administration System. Melbourne Stay Coordinators will use the system to match individual pilgrims to host homes in April/May 2008. WYD Team Melbourne staff will use the system to match Volunteers to the central Days in the Dioceses events.

The Online Administration System allows the WYD Team Melbourne to email all local and international contacts and group leaders. Its purpose is to streamline our communications, manage and store a large amount of information. It will provide a simple tool for our office to work together with the parishes, schools and religious organisations of the Archdiocese of Melbourne on this exciting endeavour.

PILGRIMAGE TO SYDNEY

The movement of local and overseas pilgrims from Melbourne to Sydney for the WYD celebrations will be one of the greatest mass movements of people in Australia's history. The Archdiocese of Melbourne wishes to ensure that this last leg of the pilgrimage be memorable, safe and secure for all pilgrims.

The movement of pilgrims from Melbourne to Sydney in a coordinated manner is a key focus of the Archdiocese of Melbourne and the State Government of Victoria. Harvest Youth Tours, the official World Youth Day travel operator, has been appointed to facilitate the booking of transport to/from Sydney. A series of travel options to and from Sydney will be offered for groups by coach, plane or a combination of these forms of transport. Anyone will be able to use this facility to travel to WYD – both those travelling as large pilgrimage groups from our parishes and schools but also those travelling as smaller groups from communities and organisations. The Harvest Online website is: www.harvestonline.net.au .

Parishes are urged to take part in this major endeavour of the Catholic Church in Australia, celebrating the Days in the Dioceses locally and undertaking the pilgrimage to Sydney.

➔ KEY HIGHLIGHTS

The peak travel times from Melbourne to Sydney will be from Sunday 13 - Tuesday 15 July 2008. Some pilgrimage groups may elect to travel to Sydney before or after these dates. Please note that should your group be arriving or leaving Sydney beyond the official WYD dates (14-20 July 2008) then there may be additional charges for accommodation in Sydney.

Harvest Online has secured thousands of air, rail and bus seats for transport to/from Sydney which will be available online on a first come first served basis. Groups are encouraged to book travel to and from Sydney through Harvest Online as early as possible to secure preferred travel dates.

As a special offer, if you book your group transport through Harvest Online prior to the 25 November 2007 you will only need to pay a 25% deposit to secure your booking. For bookings made after 25 November 2007 your group will need to provide a 50% deposit to secure transport.

Final payment for transport bookings will not be required until 20 March 2008. When making the initial booking you only need to provide group numbers, the actual names of pilgrims can be provided at the time of final payment (i.e. 20 March 2008).

The WYD Melbourne team will develop materials for the pastoral support of pilgrims on the journey to Sydney and will work with communities to provide hospitality along the pilgrimage.

➔ DATES TO REMEMBER

- **2 Oct 07** Launch of Harvest online to pilgrim groups from Catholic Archdiocese of Melbourne
- **10 Oct 07** Training session for parishes and schools on the use of the online booking service
- **25 Nov 07** Last date to access the 25% deposit offer from Harvest Online. Following this date a 50% deposit will be required.
- **20 Mar 08** Final payment and names of pilgrims required by Harvest Online

➔ MY ACTIONS

- Estimate the numbers of pilgrims to attend WYD from your community
- Set a target for pilgrim numbers
- Read the Harvest Online FAQs and User Guide
- Book the preferred transport option for your group as early as possible (preferably before 25 November 2007) online at: www.harvestonline.net.au
- Begin fundraising to assist with payment of deposits for transport

VOLUNTEERS – TEAM DID08

➔ LONG TERM VOLUNTEERS (TEAM DID08 OPERATIONS)

Our long term volunteer team will be called Team DID08 Operations. We are looking to recruit approximately thirty (30) people to join this team and to help with pre-event activities. The main purpose of the role is to support the operations of the Pilgrim Services Team. Major tasks include promoting DID08 and the Programs that are involved (e.g. Melbourne Stay and Volunteers Launch); providing administrative support to all areas of the office when needed; visiting homes for Melbourne Stay; operating the volunteer hotline; collating information packs for promotions and interviewing event time volunteers as part of the recruitment process.



Individuals will need to be friendly and have an approachable attitude; behave in a way that promotes the mission of the Catholic Archdioceses of Melbourne and therefore the ethos of the Catholic Church; be flexible and adaptable; be polite and well presented; be willing to learn; and be able to speak English.

The time commitment for this role will vary. Volunteers are asked to be available for the Volunteer Launch on 30 November 2007. Times required after this will be provided when confirmed.

If you are interested in becoming a member of Team DID08 Operations, or you know someone who might be interested, please email fcrozier@did08.com or call 9412 8415.

➔ EVENT TIME VOLUNTEERS

We will be recruiting approximately 650 event time volunteers to help with all aspects of the Days in the Dioceses during the period 5 – 14 July, 2008. There will be roles available in many different areas including Event Logistics, Transport, Catering, Tourist services, Media and Volunteer Support.



Applications will open at www.did08.com on 30 November, 2007. Hard copy applications are not encouraged as communication with volunteers will be via our online administration system. However, there will be hard copy application forms available from the WYD Melbourne Team if required.

➔ WHAT DO I GET OUT OF VOLUNTEERING FOR DID08?

- The satisfaction and sense of achievement in helping to run the biggest youth event ever in Melbourne
- The opportunity to meet new people and make new friends
- An exclusive DID08 Volunteer uniform
- Free meals during your shifts at event time
- Free public transport to and from your shifts during event time
- The opportunity to gain new skills
- Specialised training

➔ KEY THINGS TO REMEMBER

- Long term volunteer applications are now open;
- Event time volunteer applications will open on 30 November, 2007;
- Everyone who is 18 years of age or older, is encouraged to apply to become a volunteer for DID08;
- If you have any questions, please contact Fairlie Crozier on fcrozier@did08.com or (03) 9412 8415

➔ DATES TO REMEMBER

- **30 Nov 2007** Volunteer Program Launch
Event time volunteer applications open!
First shift for long term volunteers
- **Early Feb 2008** DID08 Volunteers – assessment and selection process takes place
- **March 2008** Team DID08 Operations volunteers visit Melbourne Stay homes
- **May 2008** All volunteers receive training and uniforms
- **July 2008** DID08!

➔ MY ACTIONS

- Read the volunteers (Team DID08) section of the website: <http://www.did08.com/?id=volunteers>
- Think about whether you would like to be involved as a Team DID08 volunteer
- If you decide you would like to be involved as a long term volunteer for Team DID08 Operations, email us at fcrozier@did08.com and apply now!
- If you would like to wait and be an event volunteer, apply on line after 30 November, 2007.

➔ WHERE TO FROM HERE?

To follow up anything you have heard in the presentations today please visit our DID08 website:
www.did08.com

On our website you will find downloadable copies of this manual, and constantly updated information about all of the programs relating to DID08.

Look out for other resources on our website including:

- Powerpoint presentations to introduce people to WYD and DID08
- Days in the Dioceses DVD
- Speaking notes for presentations about WYD and DID08 programs
- Ideas for fundraising
- FAQ's
- And lots more!

For further queries please contact:

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250 Victoria Parade
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Ph: (03) 9412 8400
Fax: (03) 9412 8480
Email: info@did08.com
Web: www.did08.com

Formation



WELCOME AND INTRODUCTION

Welcome and thank you for attending today's training session. We hope that it is informative and helps prepare you and your community for their pilgrimage to WYD in Sydney.

Through the WYD experience, young people from the Archdiocese of Melbourne will have an opportunity to rediscover their baptismal calling and discover a new enthusiasm to witness more fully the Gospel in the modern world. The young people attending WYD (pilgrims) will travel to Sydney in groups that are led by either a leader from their community (guides) to assist them on this pilgrimage both practically and spirituality.

In order for World Youth Day to be a positive and faith-filled experience both the guides and the pilgrims need to be properly formed through a formation program in the lead up to July 2008. It is also envisaged that the pilgrims will continue their formation and Christian leadership beyond their experience in Sydney.

This component of today's training session, along with this manual, is aimed at assisting you in helping us to achieve this goal in your role as a Formation Coordinator.

➔ YOUR ROLE

Your role is very important to the success of this Program and we very much appreciate your involvement.

Your role is to invite, form, prepare and encourage youth (pilgrims) and their leaders (guides) both spiritually and practically as they journey onto WYD in Sydney. This will include:

- coordinating the recruitment of appropriate guides for your community's pilgrimage group
- encouraging young people to go on pilgrimage to WYD08 and with the registration process
- coordinating the rollout of the formation programs to guides and pilgrims prior to going on pilgrimage
- acting as a point of contact for the guides and pilgrims in your community
- maximising the participation of pilgrims in the preparation sessions

You are not alone in this task – you have the support of the WYD Key Contact from your community and also the WYD Team Melbourne. We have developed resources to assist you in your role so please refer to the resources in this manual to help you.

If there is anything we haven't covered then please ask us questions! You are not expected to know everything from the beginning. To ensure that we all deliver correct and consistent information and you feel confident in your role, please contact Teresa for any questions you may have.

Teresa Wilson

Project Officer – Pilgrim Services

Ph: 9412 8406

E: twilson@did08.com

➔ FORMATION – A TWO PHASE APPROACH

The formation program will operate in two stages, first the formation of the guides will take place in late 2007/early 2008 and secondly the formation program for pilgrims that will occur in 2008. It is considered important that we aim to have well formed guides prior to beginning the formation program for the pilgrims.

The Formation Program for Guides will be conducted through a 'train-the-trainer' process whereby the formation coordinators will be trained in the program (the session you are currently attending!) and then will coordinate the rollout of the program to the guides for their parish/school/community in the period from November 2007 to March 2008.

The Formation Program for Pilgrims will begin on Palm Sunday 2008 and take place over 4 key sessions

until July 2008. This program is still being developed by the Archdiocese, however it is envisaged that this program will have a more youth orientated content and delivery – incorporating the use of multimedia, small group discussions and time for personal reflection. Formation coordinators will be introduced to the Formation Program for Pilgrims at the next round of *Pilgrim TEAM* training in February 2008. The training process will be similar to the Formation Program for Guides – in that Formation Coordinators will receive the training and be asked to coordinate the rollout of the program by the WYD guides to their pilgrimage group in their respective parish/school/community.

➔ WHY IS FORMATION FOR WYD IMPORTANT?

WYD is unlike any other journey that guides or pilgrims have taken before – it is not a holiday, ‘schoolies’ or the ‘Big Day Out’. The journey to WYD is a pilgrimage and provides an opportunity to focus on our relationship with God in a deliberate and personal way. Many people today lead very busy, and in some ways, distracted lives and often it is hard to focus on faith. A pilgrimage takes us out of our normal pattern of life, albeit for a relatively short period of time, but gives us the freedom to concentrate on other things that can be drowned out in the routine of existence.

It is important that in the lead up to this pilgrimage both the guides and pilgrims prepare as much as possible for this experience and understand something of the journey they are about to undertake. While nothing can truly prepare people for their personal experience of pilgrimage – there are some basic foundations that we want to ensure both young people and their guides have reflected upon prior to going on pilgrimage. It may be that for some people the true benefit of the formation program will not be understood at the time, and it is only on reflection that young people will realise the richness that it added to their pilgrimage experience.

➔ GUIDELINES FOR GOOD GUIDES

To assist in the selection of guides for your pilgrimage group we have developed a series of ‘Guidelines for Good Guides’. It is important that you take these guidelines into consideration when approaching people within your community to lead the pilgrimage. While it is unlikely that guides will have all of the suggested individual attributes it is important that you consider both the strengths and weaknesses of prospective guides to make an informed decision. Ultimately, the final decision for appointment of WYD guides will rest with your community leader (i.e. parish priest or school principal). It is important that before approaching individuals to be WYD guides from your community that you have a discussion with your community leader.

Please see Appendix 1 for a copy of the ‘Guidelines for Good Guides’ document. You are encouraged to provide a copy of this document to prospective WYD guides to give them a better indication of their role and responsibilities.

➔ LEGAL STUFF

Working With Children Checks

All WYD pilgrimage guides from the Archdiocese of Melbourne will be required to have a Working With Children Check (WWCC). This is an Archdiocesan requirement and will be required for all guides regardless of the age of pilgrims within their group. This is to ensure the safety of all guides and young people on pilgrimage to Sydney. As the guide will be a voluntary role – there will be no cost for the WWCC.

As a Formation Coordinator it will be your responsibility to ensure that all guides from your parish/school/community have completed the application form for a WWCC.

➔ ARCHDIOCESAN GUIDE TRAINING DAY

All WYD pilgrimage guides from the Archdiocese of Melbourne must also attend a Training Session that will include information on the Code of Conduct (for guides and pilgrims), legal matters and emergency procedures. This session will occur in June 2008 and further details will be provided at future training sessions. As the Formation Coordinator for your community, it will be important that you ensure the attendance of your WYD guides at this training.

Flexible Delivery Options

Every parish, school and community in the Archdiocese of Melbourne will be provided with a copy of the 'Formation Program for Guides' at the *Pilgrim TEAM* Training. The Formation Program was designed as an eight session program to provide both spiritual and practical formation for leadership of a WYD pilgrimage group. As you work through the program with your group you will find different themes - some sessions are designed to deepen your understanding of your own Catholicity, because at WYD you will be called upon to mentor young people in theirs. Sessions which reflect on belonging to the world-wide Church, baptism, the Kingdom of God, the Eucharist, Catholic spirituality and prayer are a renewal program for guides so they go to World Youth Day having reflected on what it means for them to be Catholic. Other sessions take a more practical emphasis. These deal with World Youth Day and its history, the tradition of pilgrimage, understanding young people, working with groups, and dealing with challenges that guides may encounter in their leadership role.

The sessions have been presented in a particular order that moves from the practical to the more theological and then back to the practical. However, you should feel able to use them in any order that you choose. Each session provides opportunities for reflection, action and prayer, and leads you to reflect specifically on what each guide brings to WYD and on the particular contribution they can make.

Before beginning the Formation Program for Guides some things for the Formation Coordinator to consider:

- Local decisions - As a member of your parish/school community you are best placed to determine how the Formation Program for Guides should be run locally. We have developed a program that is a 'one size fits all' – you may need to fit this program to your local needs.
- Parish priest/school principal - Discuss the program with your community leader and determine the best way to rollout the Formation Program for your WYD guides.
- Recognise the different levels of guides - The WYD guides that are selected may have different levels of understanding of the Catholic traditions and their own faith – and this program was written to provide "something for everyone". Those guides that have a good understanding of their own faith may be able to assist you by taking on more of a leadership role in the formation program – rather than as a participant. This gives these guides the opportunity to still be part of the formation program – but respects that much of the information in the program will be already known to them.
- Work with the deanery or regionally – If your community has a small pilgrimage group and therefore only a few guides – it may be more beneficial to run the Formation Program with a cluster of parishes/schools or at a deanery or regional level. This could be beneficial not only to share your own workload of running the program, but also gives the guides an opportunity to meet with fellow guides from nearby areas. This can be a great support not only in the lead up to WYD but also on pilgrimage and post-WYD.

FORMATION

Through the WYD experience, young people from the Archdiocese of Melbourne will have an opportunity to rediscover their baptismal calling and discover a new enthusiasm to witness more fully the Gospel in the modern world. The young people attending WYD (pilgrims) will travel to Sydney in groups that are led by either a school or parish leader (guides) to assist them on this pilgrimage both practically and spiritually.

In order for WYD to be a positive and faith-filled experience both the guides and the pilgrims need to be properly formed through a formation program in the lead up to July 2008. It is also envisaged that the pilgrims will continue their formation and Christian leadership beyond their experience in Sydney.

➔ KEY HIGHLIGHTS

The Formation Coordinators will be the key contact point for the delivery and implementation of the Formation Program for Guides and the Formation Program for Pilgrims. Parish groups will operate on a minimum of 1:15 ratio = 1 guide to every 15 pilgrims. School groups will operate on a minimum of 1:10 = 1 guide to every 10 pilgrims.

The formation program for the WYD guides will take place over eight key sessions that will preferably run in your local parish or school community between November 2007 and March 2008. The Formation Program for Guides folder contains the entire program – and this manual contains options for flexible delivery depending on your own local considerations and preferences.

The pilgrim formation will begin on Palm Sunday 2008 and take place over 4 key sessions until July 2008. More information on this program and full training will be provided at the next *Pilgrim TEAM* Training in February 2008.

➔ DATES TO REMEMBER

- | | |
|-----------------------------|---|
| • Oct 07-February 08 | Selection of Guides for Pilgrimage Group |
| • Nov 07-March 08 | Rollout of Guides Formation Program (8 key sessions) |
| • February 08 | <i>Pilgrim TEAM</i> Training – for Formation Coordinators |
| • 16 March 08 | Pilgrim Formation Program Begins (Palm Sunday) |

➔ MY ACTIONS

- Establish the size of the pilgrimage group that you will be taking from your community
- Begin the search for possible pilgrimage guides – advertise in parish newsletters, seek advice from Parish Priest, Parish Council or past WYD pilgrims to suggest people within your community that may make good WYD guides
- Approach suggested people
- Use the suggested options for flexible delivery of the Formation Program for Guides and select an option that will best suit your community and selected guides

➔ PATTERNS OF DELIVERY

A range of flexible options has been suggested for the delivery of this Formation Program for Guides. These include:

- Eight Week Program
- Four Week Program
- Two Weekends Program
- One Weekend Program

As the Formation Coordinator for your community you will need to discuss the different options with your community leader and determine the best option for your WYD guides depending on time available, knowledge level of guides, and how many guides will be participating in the program (the more people in a session often the longer it will take to get through some discussions).

➔ EIGHT WEEK PROGRAM

As per the Formation Program for Guides – this option runs the program as one hour sessions over eight weeks. You may choose to meet in the evening or on a weekend – once a week for eight weeks.

This option would suit parishes/schools that select their guides early and that want to provide the information over an extended time. It would be beneficial for guides that may need extra time for reflection and consideration of the information presented at the sessions.

The eight week program is the preferred mode for the Formation Program for Guides. Individual sessions run for approximately 1 hour.

WEEK 1	Session 1: WYD, DID and Pilgrimage
WEEK 2	Session 2: Called for the Kingdom
WEEK 3	Session 3: The Sacraments, especially Baptism and Penance
WEEK 4	Session 4: In the Breaking of the Bread
WEEK 5	Session 5: Learning to Pray
WEEK 6	Session 6: Belonging to the World Wide Church
WEEK 7	Session 7: Working with Groups
WEEK 8	Session 8: Dealing with Some Potential Difficulties

➔ FOUR WEEK PROGRAM

The Four Week Program option runs the program as two hour sessions over four weeks. You can choose to meet in the evening or on weekends – once a week for four weeks.

This option would suit parishes/schools that select their guides early but may have guides that have more time constraints and cannot commit to an eight week program. This option still runs the program across a number of weeks – so provides the opportunity for reflection and consideration of material between each session. You would need to allow for a ten minute break between each session – however you could cut down some of the introductory material (i.e. you would require only one opening prayer for the session).

This option would work well if the program is being run for a cluster of parishes/schools or at a Deanery regional level – as guides may be travelling slightly further to attend sessions and would prefer sessions to go for longer over less weeks.

This option could also be run as a fortnightly session over eight weeks (i.e. a two hour session every fortnight over eight weeks). Individual sessions run for approximately 2 hours.

WEEK 1	Session 1: WYD, DID and Pilgrimage Session 2: Called for the Kingdom
WEEK 2	Session 3: The Sacraments, especially Baptism and Penance Session 4: In the Breaking of the Bread
WEEK 3	Session 5: Learning to Pray Session 6: Belonging to the World Wide Church
WEEK 4	Session 7: Working with Groups Session 8: Dealing with Some Potential Difficulties

➔ TWO WEEKENDS PROGRAM

The Two Weekends Program option runs the program as four session blocks over two weekends. You can choose to meet on a Saturday or Sunday across two weekends.

This option would suit parishes/schools that select their guides in 2008 and may require the program to run over fewer weeks. This option still runs the program across two weeks – so provides the opportunity for some reflection and consideration of material between each half of the program.

This option will require guides to absorb a large amount of material in a short period of time – therefore you will need to incorporate some 10min breaks throughout the sessions to ensure people have time to reflect on the material.

However you will be able to cut down some of the introductory material for each session and condense it into the beginning of the day (i.e. you could have one extended prayer/reflection session at the beginning of each day – rather than at the beginning of each session).

This option would work well if the program is being run for a cluster of parishes/schools or at a Deanery regional level – as guides may be travelling slightly further to attend sessions and would prefer sessions to go for longer over only two weeks. It could also work well for guides that have a good knowledge of the foundations of the Catholic faith and may be able to move through some of the introductory material more quickly.

SATURDAY 1	1.00pm – 2.00pm	Session 1: WYD, DID and Pilgrimage
	2.15pm – 3.15pm	Session 2: Called for the Kingdom
	3.15pm – 4.15pm	Afternoon Tea/Break
	4.30pm – 5.30pm	Session 3: The Sacraments, especially Baptism and Penance
	5.30pm - 6.30pm	Session 4: In the Breaking of the Bread
SATURDAY 2	1.00pm – 2.00pm	Session 5: Learning to Pray
	2.15pm – 3.15pm	Session 6: Belonging to the World Wide Church
	3.15pm – 4.15pm	Afternoon Tea/Break
	4.30pm – 5.30pm	Session 7: Working with Groups
	5.30pm - 6.30pm	Session 8: Dealing with Some Potential Difficulties

➔ ONE WEEKEND PROGRAM

The One Weekend Program option runs the program as eight sessions over one weekend. We would suggest beginning this program on a Friday evening and concluding on Saturday evening (perhaps with mass at the local parish).

This option would suit parishes/schools that select their guides late in 2008 and may require the program to run over the shortest period possible. This option runs the program across two days – so provides the opportunity for some reflection and consideration of material between each half of the program.

This option will require guides to absorb a large amount of material in a very short period of time – therefore you will need to incorporate breaks throughout the sessions to ensure people have time to reflect on the material. You may also need to be available for some guides to contact you in the weeks following the program to ask questions or have a follow up discussions.

However as per the Two Weekend Program - you will be able to cut down some of the introductory material for each session and condense it into the beginning of the day (i.e. you could have one extended prayer/ reflection session on the Friday evening – rather than at the beginning of each session).

This option would work well for guides that have a good knowledge of the foundations of the Catholic faith and may be able to move through some of the introductory material more quickly. It may also be used for guides that sign up very close to WYD and there may not be time to run a program over multiple weeks.

FRIDAY EVENING	6.00pm – 7.00pm	Session 1: WYD, DID and Pilgrimage
	7.15pm – 8.15pm	Session 2: Called for the Kingdom
SATURDAY	9.30am – 10.30am	Session 3: The Sacraments, especially Baptism and Penance
	10.30am – 11.30pm	Session 4: In the Breaking of the Bread
	11.30-12.00pm	Morning Tea
	12.00pm – 1.00pm	Session 5: Learning to Pray
	1.00pm – 1.45pm	Lunchtime (you could provide a simple lunch or ask people to bring a plate to share)
	1.45pm – 2.45pm	Session 6: Belonging to the World Wide Church
	2.45pm – 3.15pm	Afternoon Tea/Break
	3.15pm – 4.15pm	Session 7: Working with Groups
4.15pm - 5.15pm	Session 8: Dealing with Some Potential Difficulties	

APPENDIX 1 - GUIDELINES FOR 'GOOD GUIDES'

→ OVERVIEW

Through the World Youth Day 2008 (WYD08) experience young people from the Melbourne Archdiocese will make a pilgrimage in faith to Sydney. All young people are strongly encouraged to travel in parish or school groups to WYD08. As a group you will share the journey, have time to pray, reflect and to share spiritual joy with others before, during and after the big event.

The young people attending WYD08 (pilgrims) will travel to Sydney in groups that are led by either a school or parish leader (guides) to assist them on this pilgrimage both practically and spirituality. As a result the role of guides is critical to the success of the pilgrimage. The ratio of guides to pilgrims will be different for school and parish groups because of legal and duty of care considerations. Parish Groups will operate on a minimum of 1:15 ratio and school groups on a minimum of 1:10.

→ GUIDES ROLE

The guides will have responsibility for the practical and spiritual guidance of young people on pilgrimage to WYD08 during the preparation, the pilgrimage and also the immediate post pilgrimage period.

Why be a WYD guide?

Being a WYD guide can be a very challenging yet also a richly rewarding experience. You will be a leader, witness and mentor to the young people you will lead, and you will be part of one of the biggest events so far in the history of the Catholic Church in Australia.

The opportunity to accompany a group of young people – often searching for a better understanding of their beliefs and our Catholic faith – can lead to a re-examining of your own faith foundations. People often say that the best way to learn something is to teach someone else – and sharing your knowledge and story of faith can be an amazing way to better understand your own beliefs and the Catholic traditions. Many people that have the privilege of leading a WYD pilgrimage often comment that WYD was as much a pilgrimage and formational experience for them as it was for the young people they guided.

→ MAJOR RESPONSIBILITIES

Pre-Pilgrimage

- Participation in 'WYD08 Formation Program for Guides'
- Assist in the practical and spiritual preparation of the pilgrims assigned to them
- Coordinate the delivery of the 'Formation Program for Pilgrims' to their pilgrimage group
- Act as a point of contact for the pilgrims in their group
- Assist the building of relationships among their group
- Maximise the participation of their pilgrims in the preparation/formation sessions On Pilgrimage – WYD08 (15-20 July 2008)
- Go on pilgrimage to WYD with their group
- Assist the group in travelling together
- Attend at events, catechesis and liturgies with the group
- Pastorally support the pilgrims on pilgrimage
- Leadership of the group in case of any emergency

Post-Pilgrimage

- Assist in the de-briefing of pilgrims
- Attend follow up events with their group where possible

➔ ARCHDIOCESAN REQUIREMENTS

All WYD guides from the Archdiocese of Melbourne must apply for a 'Working With Children Check'. As your work will be completed in a voluntary capacity there will be no charge for this requirement.

Guides must also attend an Archdiocesan Briefing Session that will include advice on the code of conduct, legal matters and emergency procedures (sessions will be held in 2008 - details to be provided).

Individual attributes

- **Mature outlook** – leading a group of young people aged 16-35 years old on pilgrimage will require maturity. The recommendation of the Archdiocese of Melbourne is that all guides be aged over 20 years.
- **Leadership skills/experience in group leadership** – to lead a group of young people on pilgrimage you will need experience in leadership. You may need to know how to listen to different points of view, how to deal with difficult people, how to make decisions when they need to be made, or to help everyone pull together when the going is tough. The formation course will cover some of these challenges, but you need to be someone that has had some level of prior leadership experience.
- **Active faith/involved within the parish** – going to WYD is not like going on a holiday or to the 'Big Day Out', it is a pilgrimage. A pilgrimage is a chance to focus on our relationship with God in a deliberate and purposeful way. Guides need to provide a positive Catholic role model to the pilgrims in their group and will therefore need to have an active Catholic faith that they are willing to share with their group.
- **Pastoral Sense/ Compassionate and gentle** – the WYD guide will need to provide a level of compassion and support for pilgrims. Younger pilgrims, for whom it might be their first experience of large crowds, away from family, and for some the unfamiliar religious experiences, may require a higher level of pastoral support for their pilgrimage.
- **Time availability/ able to commit to the required time frame** – being a guide will involve a time commitment that extends beyond the pilgrimage – guides will need to be involved in preparation and post-pilgrimage activities with their group of pilgrims. While the time commitment is not onerous, it is important to note that your connection with the group extends beyond the 15-20th July 2008 (WYD week).
- **Ability to work in challenging circumstances** - going on WYD pilgrimage can be a challenge in itself... guiding a group of young people will require high levels of commitment, perseverance, enthusiasm, and patience! A WYD pilgrimage can present a variety of challenging circumstances that you will need to adapt to or work around. It is also important to consider your physical fitness and capability for walking while carrying your gear, long days, simple accommodation and sleeping outdoors with your group at the Saturday night vigil.
- **Ability to connect with a wide range of people** – the pilgrims in your group are likely to be from a wide range of cultural and spiritual backgrounds. It will be valuable if you have the ability to relate to people from different backgrounds, accept their differences and relate to people in as they are.
- **Parish Priest/Principal approval** – all WYD guides from the Archdiocese of Melbourne need to be approved by their Parish Priest (for parish guides) or School Principal (for Catholic secondary school guides). Guides will also be required to attend an Archdiocesan Information/Training Session that will include advice on the guides' code of conduct, legal matters and emergency procedures (details of session dates to be provided later).

Local Events



LOCAL EVENTS

→ SUMMARY:

Your role is vital to the success of the local events program. As the Local Events Coordinator, you will be involved in two key areas in preparation for WYD. The first is the Journey of the Cross and Icon (JCI) and the second is the planning and execution of local events during Days in the Dioceses (DID08). This manual aims to help prepare you for your role and provide you with answers to questions that you may have or questions that may arise during your planning meetings with fellow parishioners.



JOURNEY OF THE CROSS AND ICON	LOCAL EVENTS – DID08
<p>The WYD Cross and Icon will arrive in Melbourne on 26th April 2008 and will make its pilgrimage around the Archdiocese, leaving on 11th May. For all people in our parishes this is an opportunity to get up close to the two great symbols of WYD and experience the prayers, hopes and good will of the thousands of young people around Australia who have already encountered it. Like all great symbols, the Cross and Icon touches the hearts of those who come to be with it, who touch it or who celebrate around it.</p> <p>Already, in the Dioceses of NSW and Queensland, the people attracted to the JCI events have far surpassed the expected numbers. The Archdiocese of Melbourne will be no exception as we journey towards WYD08.</p>	<p>Past WYD pilgrims often comment that while WYD is a wonderful and life-changing experience, the experience of the local events are those which deeply touch the heart and impact significantly. Predominantly this is because there is the time, space and opportunity to connect with other young people at a much deeper spiritual level. This is true for both local and international pilgrims. The local events provide opportunities for young people to pray together, socialise, share in moments of solidarity and facilitate the sharing of faith stories.</p> <p>The Archdiocese of Melbourne is anticipating the presence of 25,000 pilgrims from countries all around the world. The local events will assist in facilitating a positive experience of Church for these young pilgrims from international as well as our own pilgrims from our parishes. Additionally, it is an opportunity for our international pilgrims to not only share in the faith life of their hosts but to encounter a slice of Australia from a more cultural perspective. All parishioners will experience and share in the impact that the local events will have on the parish community.</p> <p>The Days in the Dioceses program runs from 10th – 14th July 2008.</p>

➔ KEY HIGHLIGHTS

Because each parish is unique, the manner in which they host, celebrate and pray with their young people is quite distinctive. Similarly, because the Archdiocese of Melbourne is geographically vast, each region and parish within the Archdiocese will be able to provide JCI and local and international pilgrims during DID08 with significant local experiences through prayer, visiting cultural and geographical places of significance as well as reflection on the plight of others through events of solidarity and reconciliation.

The local events, whether during JCI or DID08, will be based upon the following principles:

- Hospitality
- Youth centred
- Joyful
- Simplicity
- Prayerful – creating spaces where the gifts of life and faith are exchanged
- Celebrating our Catholicity in the living Church of Melbourne
- Simple and authentic Gospel witness

➔ DATES TO REMEMBER

- **16 Nov 07** Assess feedback on DID08 resources from Pilgrim Team Training Day.
- **3 Dec 07** Draft of Key Host School Events for JCI
- **10 Dec 07** Draft of Key Host Parish Events for JCI
- **25-29 Feb 08** Pilgrim Team Training Days
- **April 08** Follow up Training Days (linked to Pilgrim Team training dates)
- **26 April 08** Arrival of WYD Cross and Icon in Archdiocese Melbourne
- **10 May 08** WYD Cross and Icon departs Archdiocese of Melbourne
- **30 May 08** Event Coordinators' deadline to inform WYD Team Melbourne of parish or school Program (DID08) – linked to Pilgrim Team training dates.

➔ MY ACTIONS

- Read the proposed Parish Models for DID08 (refer to Appendix 2) and provide feedback to the WYD Team Melbourne.
- Begin discussing possible events and activities your parish may be able to contribute to your region's hosting of JCI.
- When published, make contact with the Event Coordinator in the Key Hosting Parish/School (Key contact) in your region to discern how your parish may be involved.
- Begin discussing possible events and activities your parish may be able to provide for local and international pilgrims for DID08.
- Begin discussions with your Parish Priest and Parish Council regarding what financial assistance they may be able to provide for the hosting activities for JCI and DID08.
- Make contact with your local council and ascertain their interest in being involved in either JCI or DID08.
- Begin gathering names of people in your parish who will be willing in assisting you with the execution of your parish's plans.

WELCOME AND INTRODUCTION

Welcome and thank you for attending today's training session focusing on the JCI and DID08 local events. This session will help you prepare for the wonderful experience that these two events will be for young people and your community.

In terms of JCI, your work is vital to the success of its pilgrimage around the Archdiocese of Melbourne. Strategically placed parishes and schools around the Archdiocese have been selected to be the key hosts. However, as the Events Coordinator, you are invited to work collaboratively with the other Events Coordinators in your region in preparation of appropriate celebrations of the WYD Cross and Icon. There may also be opportunities to work collaboratively with other Key Contacts in those instances where regions or deaneries are joining forces with the local Catholic Secondary College to host the Cross and Icon.

Secondly, leading up to and during DID08, you will be keenly involved in the planning and delivery of local events for both local and international pilgrims. This is an opportunity to invigorate and enthuse your fellow parishioners to become involved in the tremendous opportunities Days in the Dioceses will provide for your local Church.

This component of today's training session, along with this manual, has been developed to assist you in your role as a Local Events Coordinator.

➔ BACKGROUND INFORMATION ON JCI AND DID08

When celebrating the Holy Year of Redemption, Pope John Paul II desired that there should be a cross – the great symbol of our faith – near the main altar in Saint Peter's where it could be seen by everyone. At the conclusion of the Jubilee Year, Pope John Paul II closed the Holy Door, and the Cross, 3.8 m high and 1.75 m wide, was taken outside and entrusted to a group of young people to be carried out into the world.

At that time more than 300,000 young people from all over the world had taken up the Pope's invitation to come to Rome for the Palm Sunday International Jubilee of Youth. Overwhelmed by the response, the Pope called out to the young crowd:

“What a fantastic spectacle is presented on this stage by your gathering here today! Who claimed that today's youth has lost their sense of values? Is it really true that they cannot be counted on?”

It was in this context, borne out of deep conviction that young people could be relied upon and that young people would shoulder the task of being faithful builders of a new civilization of love and truth and a culture of life and hope, that John Paul II entrusted to them the central symbol of their faith, the Cross – the “World Youth Day Cross.”¹

History of the WYD Cross and Icon

Since 1984 the WYD Cross has made its way around the world, throughout Europe, behind the Iron Curtain and to parts of the Americas, Asia, Africa, and briefly to Australia, being present at each international celebration of World Youth Day along the way. In 1994 the Cross began in earnest what has since become a tradition: its year long journey around the dioceses of the host nation of each international World Youth Day, as a means of prayerful preparation for the big event.

In 2003, Pope John Paul II gave young people a second symbol of faith to be carried in the world, accompanying the WYD Cross – the Icon of Our Lady, “*Salus Populi Romani*,” a contemporary copy of a sacred and ancient Icon housed in the first and greatest basilica to Mary, the Mother of God in the West, Saint Mary Major.²

¹ c.f. *Cross Roads*, National Pastoral Planning Handbook, WYD SYD08, pp 10-11.

² c.f. *Cross Roads*, p 12.

What is the Journey of the Cross and Icon?

The Journey of the Cross and Icon is a journey of preparation in the lead up to WYD. As each host city is announced, the Cross and Icon is taken on pilgrimage to the host city and visits all the Dioceses in the host nation. It is a precursor and an opportunity for the young people in the host nation to prepare for the great celebration of faith to be encountered in the host city. It provides young people with a focus, a remembering of faith and an opportunity to share and celebrate this faith while being around the Cross and Icon.

➔ JOURNEY OF THE CROSS AND ICON AROUND AUSTRALIA

As we prepare to provide a program of events for the JCI in the Archdiocese of Melbourne, many other dioceses in the country have already encountered the Cross and Icon. The Cross and Icon was escorted from New Zealand to Australia on 1st July 2007. In the next 12 months, young people all over the country will be provided with opportunities to witness the power of the Cross and Icon. Already the Cross and Icon have visited the Dioceses of New South Wales and Queensland.

An indigenous Message Stick will accompany the Cross and Icon in Australia. The Message Stick is an invitation to the Indigenous youth of Australia to come to World Youth Day in July 2008. As a result, the following protocols for the WYD08 Message Stick have been developed by the Aboriginal Catholic communities of Sydney.

1. The custodian of the Message Stick will only present the message stick to an Aboriginal or Torres Strait Islander youth or community representative.
2. If there are no Aboriginal or Torres Strait Islander peoples present when the Cross and Icon come to a location then the Message Stick remains in the custody of Fr Chris Ryan or, in his absence, with Alice Priest.
3. Diocesan Aboriginal Catholic Ministries and Diocesan Aboriginal Education Advisers/Officers will be encouraged to liaise closely with you and the World Youth Day Committee in your diocese to prepare for the presentation of the Message Stick during events with the WYD08 Cross and Icon.
4. The protocol for the use of the Message Stick is as follows:
 - At Church entrance or suitable location Father Chris Ryan (or in his absence, Alice Priest) as custodian of the WYD08 Message Stick hands Message Stick to an Aboriginal youth representative. A Local Elder and the Aboriginal youth representative walk side by side to a place near the Cross and Icon.
 - The Elder does a Welcome to or Acknowledgement of Country.
 - The Aboriginal youth passes WYD08 Message stick to local Elder. Elder holds up WYD08 Message Stick for all gathered to see.
 - The Aboriginal youth reads out message.
 - The Elder and youth together place the WYD08 Message Stick on its stand near the WYD08 Cross and Icon.
 - At the end of the event the WYD08 Message Stick is presented back to Father Chris Ryan, as custodian of WYD08 Cross and Icon, to travel to the next Catholic community.

The WYD08 website provides daily updates of the JCI. Check out this link to read about the latest news as the Cross and Icon travel around Australia:

http://www.wyd2008.org/index.php/en/journey_of_the_wyd_cross_icon/journey_in_australia

See Appendix 1 for the Cross and Icon's journey dates around Australia. You may wish to attend some of the JCI events in the country dioceses of Victoria before it arrives in the Archdiocese of Melbourne.

JCI around the Archdiocese of Melbourne

The JCI will arrive in Melbourne on April 26th 2008 and make its pilgrimage around the Diocese leaving on May 11 2008. During its time here it will be accessible to all. From large scale regional school events, to intimate local church prayer services, from prisons visits to specialised events of solidarity and reconciliation, it will be a pilgrimage where all people in the diocese will be offered an opportunity to touch and encounter the WYD Cross and Icon. It is hoped that all will experience the grace, legacy and history of WYD, as we move towards WYD.

Key Hosting Parishes were selected from the northern, eastern, southern and western regions of the Archdiocese of Melbourne. In total there are 12 Key Hosting Parishes selected (3 per region) based on their logistical eligibility and geographical placement within the Archdiocese.

Key hosting parishes were notified of their selection in **October 2007**. Please note parishes without the following were not eligible for selection as a Key Hosting Parish:

- a church and/or venue (or suitable area) to seat/stand 800 or more people
- suitable extra parking to adequately accommodate participating pilgrims (e.g. parish church car park and/or parish primary school oval)

The following principles will underpin the program constructed for the Melbourne leg of the JCI.

➔ JCI RATIONALE

Because the Cross and Icon will be in Melbourne for only 14 days, parishes and schools will be working with Key Hosting Parishes and Schools on a regional level. All Key Host Parishes and Schools will be given simple guidelines to follow. These guidelines will give participating groups parameters to help with the running of each event.

How will you be involved?

- By participating at a local Key Host Parish or School.
- By attending local Key Host planning meetings.
- By contributing to a component of the JCI local activity or event. E.g. prayer, Liturgy of the Word, Music ministry, preparing the environment.
- Invite others from your parish to the Key Host event OR invite as many students from your own school to attend the Key Host School event (100 recommended).

Invite young people to participate in the wider JCI Events, particularly to the Opening and Closing Events and to the Youth Concert on 3 May 2008.

What is Days in the Dioceses?

It has become a tradition of World Youth Day for the Dioceses of the host country to offer hospitality to young pilgrims on their way to the World Youth Day host city. This period of time is called Days in the Dioceses and will be held in every Diocese in Australia and New Zealand. The people of the host dioceses will welcome their guests into their homes, parishes and communities for several days. Activities will include gatherings with the local church community, cultural activities, guided tours, prayer, visits to local shrines and social engagement.³

Your Role

As Local events Coordinator, your role is vital to the success of the JCI and DID08. So, in advance, let us offer you a sincere thank you for the work you will be involved with and please know that the Pilgrim

³ c.f. Pontifical Council for the Laity, Information Sheet, Nos. 1 & 4.

Services Team in the WYD Team Melbourne are here to assist in any way we can.

Your role, initially, is to invite and encourage people in your parish to become involved in the planning of both the JCI and DID08 events. As each of the events approach, it is important that you spread the word and encourage people to become involved. You know your parishioners better than most; their gifts and talents and how these may be best utilised in the planning stages of these events. A personal invitation is almost always responded to favourably. Perhaps there are other parishioners or new parishioners who would be delighted to be involved, therefore advertise widely in your parish and/or primary school newsletters. Use the church foyer to set up a JCI and DID08 display which is kept updated and continually invites the parishioners to get involved.

→ JCI

In terms of JCI, The WYD Team Melbourne will help facilitate a series of meetings. The WYD Team Melbourne will forward you a list of the parishes, and their Events Coordinator's contact details, within your region and the name of the place nominated as the Key Host. The proposed initial meetings will be held between 5th-9th November 2007 for parishes and schools. When this information is published, it is vital that this group meets to begin planning how best the JCI is hosted. The key to these meetings is a collaborative approach. No one parish or school will be able to claim custody of the JCI as it moves around the Diocese. Parishes and schools have the opportunity to forge good working relationships where the roles of hosting the Cross and Icon are shared. Through a series of meetings and with the assistance of the WYD Team Melbourne, these planning meetings should result in joyful, creative, prayerful experiences around the Cross and Icon. Within this manual and readily available from www.did08.com and www.wyd2008.org you will find ample resources to assist you in getting the ball rolling.

During the planning stages, your role will be directed by the planning group. For instance, your parish may be the nominated group to provide music while the Cross and Icon while in your area. Alternatively, your parish may be nominated to prepare special prayers or appropriate Scripture and reflection for a planned liturgy.

Once the planning of events is completed and your proposed program has been approved, the next part of your role will be to ensure that as many people as possible attend the planned event(s). Advertising through the usual parish channels is obvious. However, consider the local press, posters in community places or through local radio. The more variety in the method of promotion of this wonderful event for your region, the greater the response will be. The JCI is about preparing and enthusing young people about DID08 in preparation for WYD08. Our parishes and schools only touch on a certain audience. Therefore it is important that we are able to reach the young workers, university students, those who attend Government schools and all those other young people who are absent from our Church or disconnected from it and invite them all into this tremendous opportunity.

In a nutshell, your role is to plan and invite. The people you select to assist you in this is important, however what it is more important that all your plans and preparations invite young people into the process. Their voice is vital.

Your JCI role at a glance:

- Invite and encourage people in your parish to become involved
- Promote the JCI event in your local area
- Attend planning meetings for JCI event
- Deliver the actions of the JCI working group

➔ DID08

In preparation for the Days in the Dioceses, your role is slightly different. While there will be the necessity of encouraging fellow parishioners and the Parish Team to be involved in preparing simple and prayerful experiences for local and international pilgrims during 10 – 14 July 2008, you are the animator and facilitator of all this.

Your role will be to ensure that local and international pilgrims experience the living Church of Melbourne. Simplicity of prayer, liturgy, cultural and tourist activities is essential. Additionally, the opportunity to share in the social justice mission of the local Church is important. To assist you in this task it might be helpful to set up a small working group with people who may have particular skills and knowledge in these areas. Once you have established a working group to assist you in this task, you should consider the various parish models included in this manual and use them as either a guide or stepping stone towards developing a program of events for DID08.

Your role will be to facilitate the planning and execution of this program. The uniqueness of your parish and location will dictate this. Because you will be hosting international pilgrims, their needs will need to be met. Early in 2008 you will have the opportunity to be in touch with the leader of the international pilgrim group. Through discussion with this person, you should be able to devise a program which caters for their needs as well as the needs of the local pilgrims. The items listed in the “Key Highlights” section of this manual ought to form the basis of your planning and thinking. It is important to remember that the Days in the Dioceses program you prepare is not cluttered. It would be sufficient to prepare one key activity each day between 8.00 a.m. – 11.00 a.m.

Once your program is complete and approved by the WYD Melbourne Team, your role is to advertise the program throughout the entire parish and the wider suburb. Like the JCI events, there are many people who are absent from the Church and may still be interested in being involved. The wider the approach to advertising these events, the greater opportunity you have to ensure that all young people within your parish boundaries are invited to this special time.

Promotion of the Events

The WYD Team Melbourne will supply parishes with posters and other promotional materials closer to the arrival of the Cross and Icon. The promotional materials will advertise that the WYD Cross and Icon is coming and will advertise the route of the Cross and Icon around the Archdiocese. These coupled with your own local displays, articles and information packages will ensure that the wide-reaching approach we are hoping for is met.

In terms of the DID08 local events, these will be promoted through the local parish and school communities. Parishes will also be able to display their program of events on our website (www.did08.com) and online business system.

Selection of Resources

For both JCI and DID08 the number one resource is your regional or local people. These have the creativity and local knowledge to ensure that both experiences are appropriate and youth-centred.

The Sydney WYD Office has printed an excellent resource entitled “Cross Roads” and the WYD Team Melbourne will supply each parish and school with a copy. This resource contains a variety of resources and information regarding the Cross and Icon. Once again, like the Parish Models, this resource may be merely a stepping stone to planning your events or provide your working group with a definite program of events. This choice is yours.

LOCAL EVENTS

The WYD Team Melbourne will meet with working groups to assist in the development of resources and to offer assistance over the telephone. WYD Melbourne will also be available to assist in the logistics and operational aspects of the JCI.

Contact details:

John Rhynehart

Email: jrhynehart@did08.com

Phone: 03 9412 8408

Fax: 03 9412 8480

See Appendix 2 for draft Parish Models for use during DID08.

Regarding DID08, there is no right or wrong way to go about planning your programs. As a result, all the resources you require are right there in your parish Church – use them! Once again, our team will be available to visit parishes to assist in your planning.

Your DID08 role at a glance:

- To prepare simple prayerful, liturgical, cultural and tourist events
- To facilitate planning and execution of the local events program
- Promote the local parish events

➔ ALLOCATION OF TASKS

Remember, “many hands make light work!”

When considering events for JCI it would be important to list the key elements requiring attention. These will include the environment, music, prayer, Scripture, parking, promotions etc. Each Event Coordinator involved in a particular region’s working group should be allocated one area of responsibility. Once the working group has decided upon a particular theme or series of events for the JCI, each of these areas (and others) listed above should develop around the selected theme. Regular meetings or contact with the Key Host Event Coordinator is vital to ensure that the working group remains on the same page.

See Appendix 3 for a sample version of a Cross and Icon Key Host Parish Event to get the gist.

The allocation of tasks regarding your DID08 program is dependant on the activities you decide to hold. As a rule of thumb, it would be wise to utilise the existing parish groups engaged in various ministries within the parish to assist you in these tasks. Many parishes have St Vincent de Paul, Legion of Mary, Youth Ministry, Music Ministry, Catechesis/Catechists etc and these ought to be invited into the execution of the parish program devised. Additionally, a small band of helpers would be useful in the day to day administrative tasks that may arise as well as ensuring venues are booked. Once again it will depend on how your program evolves.

The WYD Team Melbourne will be available to provide any assistance required in the initial stages of parish event planning.

➔ CALENDAR OF PLANNING STAGES FOR JCI AND DID08 LOCAL EVENTS

November '07		December '07		January '08	
Event	Action	Event	Action	Event	Action
JCI Melbourne Leg Draft Program	Begin planning and collaborating with Key Host Parish/School	Develop JCI events	Complete planning and thinking of key JCI events for Parishes and Schools.	Fine tune JCI events	Meet to consider feedback from WYD Team Melbourne regarding planned events.
Promote JCI	Begin distributing JCI promotional material				
DID08 Parish Models	Read and provide feedback to WYD Team Melbourne.				

February '08		March '08		April '07	
Event	Action	Event	Action	Event	Action
Promote JCI route	Display and disseminate JCI posters with JCI route	DID08 Parish Events	Continue developing events for DID08	Events Coordinator Training days	Attend a training session
Events Coordinator Training days.	Attend a training session.	JCI Events	Fine tune Key Host events and continue advertising.	JCI begins its Melb journey	Attend and celebrate

May '08		June '08		July '08	
Event	Action	Event	Action	Event	Action
DID08 Parish Events Program	Deadline to inform WYD Team Melbourne of parish program	Pre-event check	Ensure all is in readiness for each of the parish events planned for DID08	DAYS IN THE DIOCESES	Enjoy and have fun!

LOCAL EVENTS – FAQs

Q. When does the Cross and Icon arrive in Melbourne?

A. 26 April – 10 May 2008.

Q. Where has it been before arriving in Melbourne and after it leaves Melbourne?

A. Please see Appendix 1 of this Manual.

Q. Who is organising the Melbourne leg of JCI?

A. The WYD Team Melbourne on behalf of the Archdiocese.

Q. What part of the day during Days in the Dioceses will be given to local events?

A. As a general rule, parishes should consider 8.00 a.m. – 11.00 a.m. as the usual time available for local events. How this time is used is entirely up to the Parish Team. The remainder of the day and evening is given to pilgrims to engage in the central events, pilgrim walks, visits to pilgrim places, leisure time or some tourist experience.

Q. Does the Local Events Coordinator have to prepare a detailed program for international pilgrims?

A. No. One key local event for each day of DID08 will suffice. International pilgrims will have devised their own program prior to arriving in Melbourne.
Some international groups may wish to spend more time or plan afternoon or evening events with the host families and parish community.

Q. Will the Local Events Coordinator have an opportunity to discuss local events with the leader of the international pilgrim group?

A. Yes. Prior to international pilgrims arriving in Melbourne, Local Events Coordinator, via the Parish Key Contact, will have e-mail access to the group's leader. The time international pilgrims spend in the parish can then be negotiated.

Q. Does the WYD age requirement apply to local events/parishioners?

A. Not in the slightest. All members of the parish are encouraged to attend the DID08 local events to further enhance the spirit of hospitality.

Q. Will we know what language the pilgrims speak before they come to our parish?

A. Yes. Via the WYD Team Melbourne online business system, local parishes will be informed of international pilgrims' first language. As much as possible, these will be matched with parishes in which the first language of international pilgrims is also spoken.
Many international pilgrims from have already indicated that they have a good/satisfactory grasp of English.

Q. Will the pilgrims be in the parish prior to July 10th and will we be required to provide events/activities for them?

A. In some cases this is a possibility. If so, visiting pilgrims may require accommodation earlier but will not be expecting the local parish to provide events until July 10th.

If you have any other questions, please do not hesitate to contact the WYD Team Melbourne.



APPENDIX 1: ITINERARY FOR WYD CROSS AND ICON – AUSTRALIA

DIOCESE AND NUMBER OF HOSTING DAYS	DATES
Archdiocese of Sydney (21)	July 1 2007 – <i>International Arrival</i> 2 – 8 July 2007 17 – 25 December 2007 19 - 24 March 2008 6 – 8 April 2008
Diocese of Broken Bay (14)	9 –15 July 2007 2 December 2008 18 March 2008 <i>Holy Week 9 – 13 April 2008</i>
Diocese of Parramatta (14)	16 –22 July 2007 15 - 16 December 2007 16 – 17 March 2008 <i>Holy Week 14 – 16 April 2008</i>
Diocese of Maitland-Newcastle (8)	23 July – 30 July 2007
Diocese of Lismore (8)	31 July – 7 August 2007
Diocese of Toowoomba (9)	8 August – 16 August 2007
Archdiocese of Brisbane (13)	17 August – 29 August 2007
Diocese of Rockhampton (9)	30 August – 7 September 2007
Diocese of Townsville (9)	8 – 16 September 2007
Diocese of Cairns (9)	17 – 25 September 2007
Diocese of Darwin (9)	26 September – 4 October 2007
Nth-Sth “Great Crossing” Pilgrimage (Ghan) (6)	5 – 10 October 2007
Diocese of Pt Pirie (9)	11 –19 October 2007
Diocese of Ballarat (9)	20 – 28 October 2007
Diocese of Wilcannia Forbes (9)	29 October – 6 November 2007
Archdiocese of Adelaide (10)	7 – 16 November 2007 <i>17 Nov 2007 – Oblate Youth National Retreat, SA</i>
National Schoolies Mission	18 – 28 November 2007
December 2007 & January 2008	<i>Greater Sydney Cathedrals (Advent Sundays) National Youth Conferences, Festivals, Communities, Eastern Rites Engagements Proposed Antarctica Visit</i>

LOCAL EVENTS

Diocese of Armidale (12)	26 January – 6 February 2008
Diocese of Bathurst (9)	7 – 15 February 2008
Archdiocese of Canberra-Goulburn (11)	16 – 26 February 2008 <i>Proposed Federal Parliament Visit 26 Feb</i>
Diocese of Wagga Wagga (9)	27 February – 6 March 2008
Diocese of Sandhurst (9)	7 – 15 March 2008
Diocese of Wollongong (13)	8 – 9 December 2007 25 March – 5 April 2008
Diocese of Sale (9)	18 – 25 April 2008
Archdiocese of Melbourne (15)	26 April – 10 May 2008
Archdiocese of Hobart (9)	11 – 19 May 2008 <i>May 20 – Travel Day</i>
Archdiocese of Perth (12)	21 – 26 May, 2008 4 – 9 June, 2008
Diocese of Bunbury (8)	27 May – 3 June 2008
Diocese of Geraldton (9)	10 – 18 June 2008
Diocese of Broome (9)	19 – 27 June 2008 <i>June 28/29 Travel to Sydney</i>
Greater Sydney Walk-In Countdown Pilgrimage (15)	30 June – 15 July 2008
Eastern Rites <i>Various national involvements</i>	5 – 7 January 2008 Ukrainian Church, Geelong <i>Epiphany</i>
Military Ordinariate <i>Various diocesan involvements</i>	



APPENDIX 2: MODELS FOR USE IN PARISHES DURING MELBOURNE'S DAYS IN THE DIOCESES

Preamble:

These models are ideas and examples of just what might occur in parishes during the Days in the Dioceses. They are certainly not prescriptive nor an exhaustive list. Parishes may choose one or more models which are best suited for them and arrange these activities. Additionally, parishes may consider the models and then have the parish team and young people expand on these ideas.

Parishes hosting international pilgrims will have to negotiate with their billets times for particular 'gatherings.'

The Days in the Dioceses overall program will offer many other activities for parish pilgrim and international pilgrim participation which will be based in the city or in various regions. Once an international group has been matched to a parish the Key Contact and Events Coordinator will make contact with the international group leader and dialogue can begin.

The completed parish models will have accompanying resources to assist in planning.

➔ A WELCOMING MODEL – CIVIC AND/OR PARISH

Civic Welcome:

- Get in touch with your local Mayor and invite him/her to formally welcome your international pilgrims to Australia, especially Melbourne and specifically your local parish.
- This simple ceremony of welcome could occur in the parish church, parish hall or the municipal offices of your shire.
- International pilgrims will receive a sense of welcome, certainly, but also a sense of what Australia is, who we are as a people and, hopefully, a sense that WYD08 and especially DID08 is considered an important moment in the history of this country and the Church in Australia.
- Discussions with the Mayor and municipal officers, along with ideas and suggestions from parish groups, would form the "Order of Proceedings" for such a welcome.
- A statement of welcome from Archbishop Hart could be included here.
- A key point to remember is the timing of such a welcome. The last thing weary pilgrims would want is a long-winded welcome – depending on when they arrive, they might just be looking for a bed! Therefore, this may occur on the second day of their visit.

Parish Welcome:

- A simple Liturgy of Welcome for international pilgrims may occur in the parish church. A candle-lit guard of honour for their buses (if the timing is right) or something similar, as many parishioners as possible to meet and greet the pilgrims when they arrive in the parish (not just the host families), a prayer of thanksgiving in the Church, a few words of welcome from the Parish Priest/Team, a simple supper and then away.
- A statement of welcome from Archbishop Hart could be included here.
- Once again, the timing of pilgrims' arrivals will impact on the planning of this.

→ AN ALTERNATIVE WELCOMING MODEL – PARISH BASED

EVENT	PLANNING IDEAS
Liturgy – Eucharist	Perhaps the first prayer experience together with international pilgrims should have a typically Australian focus. Special focus on Blessed Mary MacKillop or Our Lady Help of Christians may assist in this. What music and/or liturgical actions may enhance this prayer focus? There is also the possibility of celebrating the parish's patron or the patron of the parish, diocese or country the international pilgrims are from.
Breakfast	Why not gather the parish community together and host a bacon and eggs breakfast? Organise a BBQ together and mill around socialising.
“Sharing The Story”	Prepare a few locals and a few pilgrims to share their faith stories as an ice-breaker and then break up into discussion groups for a short time and have others share their stories.
The local or nearby sights	Why not have the host families show their billets around? Take them into the city or perhaps to nearby key tourist sites. Discern a local meeting place for later in the day and share a bit of lunch together.
Community Pastoral Work	Who are the marginalised in your parish community? What work can your parishioners and their international billets do today to assist these people, ease their load and make them feel at one with the community?



→ FRIDAY, 11 JULY, 2008 - FEAST OF ST BENEDICT

EVENT	PLANNING IDEAS
Liturgy – Eucharist	Why not ask your international pilgrim to lead this celebration? Let them lead your parish in prayer in their native tongue, share their music, express their spirituality and demonstrate, in reality, just how catholic the Catholic Church is.
Morning Tea with Parishioners	After Mass or some free time, have your parishioners share morning tea with the international pilgrims. Let them experience those wonderful homemade lamingtons, sponge cakes and the like – a cultural exchange with a difference!
Spiritual Formation	Who in your parish would be able to lead such a session? Someone with charisma and knowledge; someone who will inspire the youth audience – perhaps it may be a couple of people. Why not take the theme from WYD08, “you will receive power when the Holy Spirit has come upon you; and you will be my witnesses” as a prelude to community service work in solidarity with the poor and have the speaker break open this Word. Another option is to seek out an international speaker and gather as a Deanery to hear him/her.
Solidarity	Do you have a St Vincent de Paul Society, a Legion of Mary or other such group in your parish? Invite the local and international pilgrims into your apostolate and assist them in living out their baptismal anointing as priest, prophet and king, especially in connection to the spiritual formation session mentioned above.

→ SATURDAY, 12 JULY, 2008

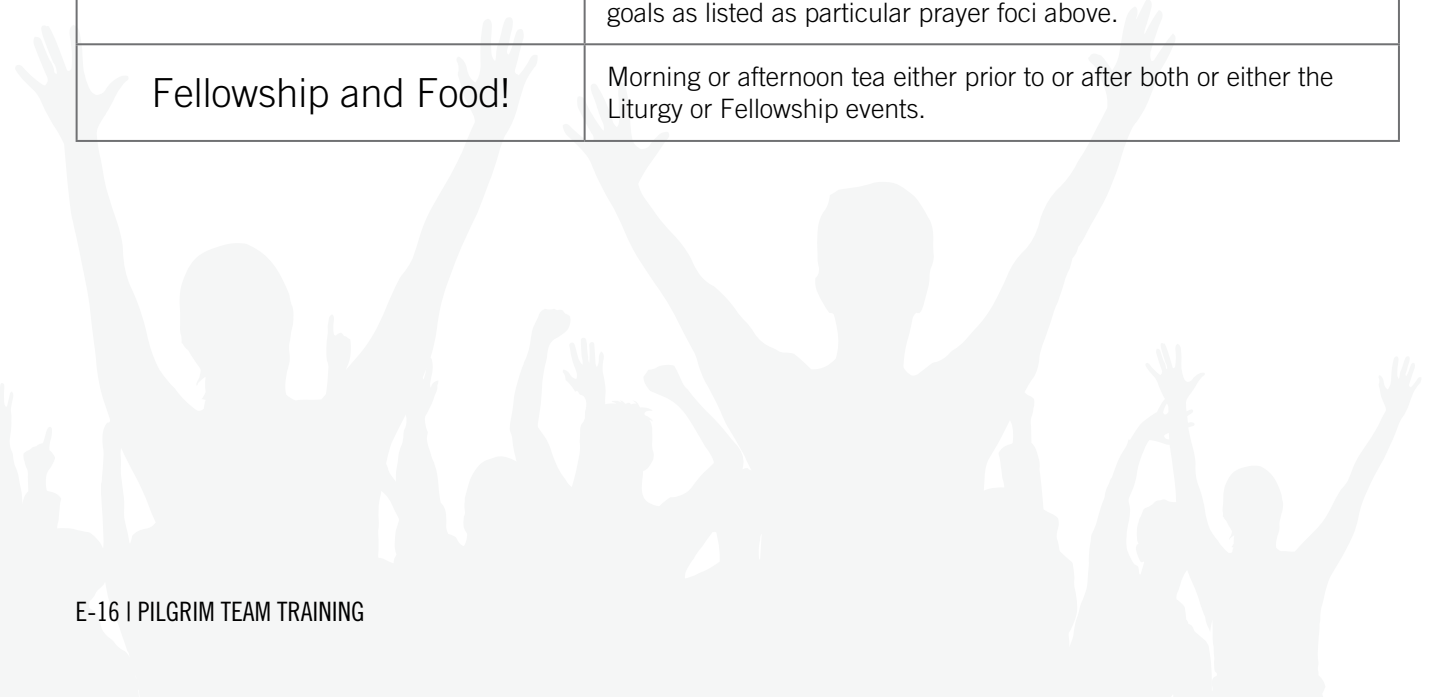
EVENT	PLANNING IDEAS
Liturgy – Eucharist	Perhaps the deanery parishes come together today for a celebration of the Eucharist focused on a Social Justice theme. Different parishes can take responsibility for various aspects of the liturgy. One part of this liturgy may be a commissioning of pilgrims to be “people of action and justice” and when directed to “go, the Mass is ended” they return to their various parishes and continue the work of the last couple of days for community and/or pastoral service to the sick, the elderly or the marginalised.
Community Pastoral Service	As directed by the various parish authorities and/or groups.
Picnic Lunch	After the hard work, gather again as a deanery group or as a parish group, and have a picnic lunch in one of the many beautiful parks and gardens all around metropolitan Melbourne.

➔ SUNDAY, 13 JULY, 2008

EVENT	PLANNING IDEAS
Liturgy – Eucharist	A celebration of creation throughout this liturgy would be a wonderful way to set the scene for the day. Prayers of intercession and a focus on the Eucharistic elements (offertory procession), communicants receive both the body and blood of Christ. A celebration of God’s gift to his people and God’s people responding in prayer and then action.
Environmental Work	Why not plant a tree or couple of trees each? Does the parish school or the parish grounds require some tree planting? What about other public areas within the parish? In giving thanks to God for his creation, we actively give back to God, and creation (and generations in the future), something worthwhile and positive.

➔ AN ECUMENICAL MODEL – FOR USE DURING ANY DAY OF DID

EVENT	PLANNING IDEAS
Liturgy	<p>Invite the other Christian Churches within the parish to join parishioners and international pilgrims for a time of prayer. The communal prayer may take the form of any one of the following:</p> <ul style="list-style-type: none"> • A Taizé type prayer experience. • A reflective prayer or Liturgy of the Word focusing on Christian unity. • A Liturgy of the Word where our common Baptismal call is celebrated. • A prayer time where a meditation on the Christ: the Way, the Truth and the Life becomes the focus. • A Liturgy of the Word focusing on the time of Pentecost and the “power of the Holy Spirit” working in our lives.
Fellowship	Prior to, or after the Liturgy, the young people gather to discuss issues of the day, share ideas and stories and perhaps, even make a commitment to each other, through prayer, to work towards the goals as listed as particular prayer foci above.
Fellowship and Food!	Morning or afternoon tea either prior to or after both or either the Liturgy or Fellowship events.



➔ A FAREWELL MODEL

EVENT	PLANNING IDEAS
<p style="text-align: center;">Departure of Pilgrims for the Commissioning Eucharist</p>	<p>Just prior to local and international pilgrims departing the parish for the Commissioning Eucharist and then on to their Pilgrimage to Sydney you may wish to consider the following:</p> <ul style="list-style-type: none"> • Simple words of farewell from the Parish Priest/Parish Team member • An international pilgrim's vote of thanks • A host family member's words of gratitude for the experience the international pilgrims have provided • A prayer for travellers and blessing.
<p style="text-align: center;">Departure of Pilgrims for Sydney</p>	<p>Before international pilgrims depart the parish and begin their pilgrimage to Sydney, you may wish to consider the following:</p> <ul style="list-style-type: none"> • Host families and international pilgrims gather in the parish Church. • The Parish Priest recalls the last few days and the benefits and blessings received by the parish through the presence of the international pilgrims. • A host family member offers a vote of thanks and good wishes to the international pilgrims. • The international pilgrims' group leader offers a vote of thanks. • A brief prayer service follows. This may reflect the meaning of pilgrimage; prayer for safe travel; invocation of the parish's patron saint etc. • Blessing and departure.

All Parish Local Events Coordinators are invited to feedback their responses, reactions and suggestions regarding the Parish Models by Wednesday, 14th November, 2007 to:

John Rhynehart

Email: jrhynehart@did08.com

Phone: 03 9412 8408

Fax: 03 9412 8480

APPENDIX 3: CROSS AND ICON KEY HOST PARISH EVENT

Following is sample version of what a Key Host Parish event may look like (all names of parishes are fictional).

Key host Parish:

- St Johns

Surrounding Parishes:

- St Mary's
- St Anne's
- St Joseph's
- St Leonard's
- St Patrick's
- St Gabrielle's
- St Clare's
- Our Lady of the Sacred Heart
- St Peter's

All surrounding parishes are involved at some level of the event.

6.00pm: Pilgrimage from St Clare's down Main Street

- Youth from St Clare's and St Anne's to carry Cross and Icon

6.20pm: Short stop at train station where a soup van is providing food for the marginalised

- St Joseph's to provide food

6.30pm: Continue pilgrimage up Main Street

- Youth from St Leonard's and St Mary's to carry Cross and Icon

7.00pm: Cross and Icon brought into schools ground of St John's primary school and placed on stage

- Youth bands play favoured WYD songs to welcome
- Indigenous welcome to country from local leader. Message stick handed to appropriate recipient

7.30pm: Cross and Icon carried into St Johns church

- Combined choir of St Patrick's and St John's to provide music through out event

7.45pm: Reflection provided by St Gabrielle's

8.00pm: Testimonial by a young person from St Peter's

8.10pm: Opportunity for veneration of the cross

- Combined choir of St Patrick's and St John's to provide music through out this time
- Confession made available by priests from all churches

9.15pm: Closing reflection, prayers and songs

9.45pm: Cross and Icon walked out of the church by young people from Our Lady of the Sacred Heart parish

10.00pm: Close of event. Cross and Icon disassembled and placed in van

Other specific roles include:

- St John's to provide Car parking coordinators
- St Gabrielle's to provide tea, coffee and Refreshments
- St Leonard's to provide printed singing sheets

Melbourne Stay



MELBOURNE STAY

→ SUMMARY

It is estimated that during Days in the Dioceses, we will need to provide accommodation for up to 20,000 pilgrims. We have called the billeting process 'The Melbourne Stay Program'. This program is a great opportunity for us to provide Australian hospitality to international visitors to our country and to help make WYD more accessible to younger people by providing a cheaper accommodation option. Melbourne Stay aims to give overseas visitors a real experience in Australian homes which will enhance their whole WYD experience.

Your role is vital to the success of this program. This manual aims to help prepare you for your role and provide you with answers to questions that you may have and that applicants to the program may ask you.

→ KEY THINGS TO REMEMBER

- Melbourne Stay is an opportunity to make life long friends with international visitors;
- We are aiming to find 10,000 home owners across Melbourne to host pilgrims;
- Pilgrims will need accommodation in Melbourne during the period 5 – 14 July 2008
- Any questions, please contact Fairlie Crozier on fcrozier@did08.com or 9412 8415

→ DATES TO REMEMBER

- **16 November 2007** Melbourne Stay Program Launch
Applications open
- **February 2008** Training #2 for Melbourne Stay Coordinators
- **9-31 March 2008** Home Visits take place
- **April-May 2008** Pilgrims allocated to homes
- **July 2008** Pilgrims arrive!

→ MY ACTIONS

- Set a target for the number of Melbourne Stay homes you will find in your area;
- Inform and excite your parish, local schools and your community about the Melbourne Stay Program;
- Distribute the posters and pamphlets;
- Ask questions of us to prepare yourself for the questions that may come to you; and
- Attend training in February 2008

➔ WELCOME AND INTRODUCTION

Welcome and thank you for attending today's training session. We hope that it is informative and helps prepare you for your involvement in DID08.

Of the estimated 25,000 overseas pilgrims coming to Melbourne for DID08, it is estimated that 20,000 will request simple accommodation. This results in a significant requirement for hospitality and accommodation in Melbourne. We have called our billeting program **Melbourne Stay**. This program involves Melbourne families volunteering to provide bed and breakfast for Pilgrims in their homes for the period leading up to and including the 10 - 14 of July 2008. This program provides a key opportunity for us to engage the wider community and give Pilgrims an opportunity to experience Australian culture and family.

We are aiming to get 10,000 homes in Melbourne involved in the Melbourne Stay Program.

This component of today's training session, along with this manual, is aimed at assisting you in your role as a Melbourne Stay Coordinator.

➔ YOUR ROLE

Your role is very important to the success of this program and we very much appreciate your involvement.

Your role is to spread the word and encourage people to apply as Melbourne Stay Hosts. This may involve making an announcement in your parish or school about the program, including a notice in your newsletter, creating a target poster for your parish or school or simply telling your friends how great hosting an international pilgrim can be. Please refer to the resources in this manual to help you with some of these ideas. We will provide a number of posters and pamphlets for you to display around your area.

You will also coordinate the Melbourne Stay Hosts that you are allocated. Host applicants from your parish will of course be allocated to you. There may however be some applicants who do not belong to a parish. In this case, we will allocate them to a parish that is geographically suitable and you will be alerted to these additions to your pool of hosts.

You will also be required to answer questions of your applicants to help them prepare their homes for their pilgrims. There will be a checklist available online that will tell applicants what they will need to have ready in their homes in order to become a Melbourne Stay Host. This will include items such as the presence of working smoke alarms, running hot water, space for pilgrims to sleep, etc. Every home will be visited to assess its suitability. You will need to work with the applicants to ensure that they are well prepared for the assessment and that they are comfortable about the process.

Your role will also involve matching your assigned pilgrims to homes within or near your parish. This process is planned for April 2008. We will have another training session for you before this takes place.

The information you are given in this manual should prepare you for any questions that potential Melbourne Stay Hosts may have. If not, remember, the WYD Team Melbourne is happy to help you whenever you need it. Please ask us questions! You are not expected to know everything from the beginning. To ensure that we all deliver correct and consistent information, please contact Fairlie for any questions you may have.

Fairlie Crozier

Project Officer, Melbourne Stay

Ph: 9412 8415

E: fcrozier@did08.com

We will also be utilising various parish halls and rooms for groups that have requested they stay together and for any pilgrims who are under the age of 18. In the situation where your parish has an appropriate hall, you will need to manage this hall and the allocation of pilgrims to it.

➔ PROMOTION OF THE PROGRAM

The Melbourne Stay Program will be launched in November 2007. This launch event will present the program to the wider community and will be supported by an advertising campaign calling for volunteers to apply as Melbourne Stay Hosts.

We will give you some posters and flyers to display in your parish and schools. In addition to our media and public advertising campaign, we will be relying on you to spread the word and encourage people to register!

➔ QUANTITY OF HOMES REQUIRED

There will be a minimum of two pilgrims per home which means that with 20,000 pilgrims, we require 10,000 homes. Given that we have 230 parishes, each parish would need to recruit around 44 homes to achieve this goal. However, we realize that parishes are different sizes and therefore it is unrealistic to expect all parishes to recruit the same number of homes. We strongly suggest that you set a target for your parish, depending on its size. Having a target can help build momentum in the parish which will help reach your goals.

This is a great opportunity for parishes and schools to work together. Schools can play a very significant part in gathering hosts from the school community and help the parish to reach their Melbourne Stay recruitment target.

➔ HOST APPLICATIONS

Once the program has been launched, applications will be open. Interested hosts will be able to log on to the DID08 website (www.did08.com) and complete an application online. They will be asked to nominate the parish that they belong to on this form, which will then direct them to the appropriate Melbourne Stay Coordinator. If they do not belong to a parish, their application will be highlighted to us and we will allocate them to a parish, based on their location. Applicants do not need to be Catholic to be hosts in this program. We are welcoming everyone who is interested to apply!

Applicants are strongly encouraged to apply online. Where there is no access to the internet, it is suggested that they go to a local library or even to their parish to have access to the internet. As a last resort, there will be hard copy application forms available from the WYD Team Melbourne. You will be sent some of these prior to the launch. These application forms will need to be sent to Fairlie Crozier (see below) before the applications close.

Fairlie Crozier
WYD Team Melbourne
PO Box 146
East Melbourne VIC 8002

➔ SELECTING THE HOMES

We will gather all applications from potential hosts after the closing date. Our team of volunteers will contact every applicant and arrange an appointment time for the team to visit their home. These appointments are intended for our volunteer team to assess the home against safety requirements (e.g. how many smoke detectors there are, etc) and to ensure that the potential host family is appropriate and suitable. Part of your role is to support the applicants in preparing their homes for this appointment. Please refer to the end of the Melbourne Stay Section of this manual for a copy of the **DRAFT** checklist that will

help you do this. Please note that this is a **draft form**. The final approved checklist will be available in November and will be posted on our website for all applicants to refer to.

When we send out a team of Melbourne Stay Home Visitors out to the homes of Melbourne to assess their suitability the volunteer team will go through the following checklist with the host. The Melbourne Stay Host must:

1. Be the owner of their home and have current insurance. Due to insurance requirements hosts must be owners of the home they are hosting in. The applicant will need to submit a copy of their rates notice in order to meet this requirement;
2. Consent to a Police Records Check (and provide the required identification);
3. Be able to offer their home for at least 7 consecutive days during the period 5th – 14th of July, 2008;
4. Agree to provide a suitable place for the pilgrim to sleep;
5. Agree to provide breakfast (hot or cold) for each pilgrim for the duration of their stay;
6. Agree to provide clean towels for each pilgrim for the duration of their stay; and
7. Sign the Melbourne Stay Host Letter of Agreement
8. Agree to inform their Melbourne Stay Coordinator if they are no longer able to participate.

This list of requirements may seem long but with a program such as this, there are numerous legal issues that can arise. In order to eradicate the risk involved, we have set up systems to make it safer and easier for you, for your potential Melbourne Stay hosts and for the pilgrims we will be hosting.

If there are any homes that do not meet the requirements, the WYD Team Melbourne will contact them and inform them that they will not be able to be a host.

Other Accommodation

There will be other Melbourne Stay accommodation, in addition to homes. Any pilgrim who has requested accommodation and is under the age of 18 will be billeted to Melbourne Stay Accommodation. There will also be certain overseas groups that will request accommodation as a group who will require Melbourne Stay Accommodation. This may be a school hall, parish hall or other larger venue that we will arrange through the Catholic Archdioceses of Melbourne Property Department and through parishes and schools themselves. These venues will be checked off against the building safety regulations for overnight stays, which includes bathroom facilities, a kitchen, heating, etc. If you know of such venues that you think might be appropriate, please contact the Project Officer, Melbourne Stay from the WYD Team Melbourne.

→ ALLOCATING PILGRIMS TO HOMES

When all the home visits have been completed and the successful Melbourne Stay hosts have been determined, you will receive a list of all your Melbourne Stay venues and the pilgrims to be allocated. You will need to match the pilgrims from your list to your Melbourne Stay Homes in your parish. This information will then need to be recorded on the DID08 Online Administration System. This will be further explained and demonstrated in the next training session to be held in February, 2008.

→ ARRIVAL OF PILGRIMS

The WYD Team Melbourne will arrange transport for the Pilgrims from the Melbourne airport to central points around Melbourne. These pick up/drop off points have yet to be confirmed but will be communicated to you as soon as possible. Part of your job will be to ensure that your assigned host families meet their pilgrims at the drop-off point in your area, not at the airport.

➔ BREAKFAST

Toast and Vegemite or Porridge??!!

All hosts will be required to provide breakfast for each pilgrim every day that they are staying in the host family's home. There are no specifications for what is provided as long as the pilgrim is receiving enough food for breakfast to keep him/her going for the day ahead.

You may also wish to encourage host families to provide a packed lunch if pilgrims are out for the day.

➔ TRANSPORT

It is important for each Host Family to remember that the pilgrim will not be familiar with the local area and would rely on the host family to inform them of the nearest and most convenient access to public transport. If public transport is too far to walk, the host will be requested to drive them to/from the nearest bus/tram/train station. We are not requesting that the host be available at all times to drive their pilgrims around Melbourne. In most cases, the pilgrims will be out and about doing all their activities for D1D08 during the day and therefore there is no need for the hosts to be available.

➔ LEGAL STUFF

Working With Children Checks (WWCC)

The need for hosts to have WWCC has been eradicated by the requirement that pilgrims who are being billeted in a home must be over the age of 18. Any pilgrim, who is under 18, will be billeted in a hall or other Melbourne Stay venue and the coordinator of that venue will have a WWCC.

Police Records Checks (PRC)

All Melbourne Stay Hosts will be required to sign a consent form for a national PRC. This is a requirement of the program and no applicant will be selected if they refuse this.

→ MELBOURNE STAY - FAQs

Q: I want to be a host but I am also going to Sydney for WYD – is this ok?

A: Yes. You just need to ensure that you do not leave for Sydney before the pilgrims you are hosting have left. Make sure you indicate on your Host Application form the dates that your home is available.

Q&A

Q: Is the Melbourne Stay Coordinator allowed to host a pilgrim?

A: Of course! The Melbourne Stay Coordinators will need to go through the application process the same way that all the applicants will.

Q: We have a large group of Italian speakers in our parish. Can we arrange to have Italian pilgrims?

A: We will accommodate these arrangements as much as we possibly can. This will depend upon the numbers in the group that is coming from overseas and the availability of venues. If you have an arrangement with a parish overseas or you would like to flag a possible arrangement, please inform Fairlie Crozier, Project Officer – Melbourne Stay. The WYD Team Melbourne will do its best to accommodate where possible.

Q: Does a host have to be Catholic?

A: No. Many Melbourne Stay Hosts will be Catholic but many will also be members of service clubs or just generous members of the community who want to play a valuable role in this fantastic event.

Q: Why does the Melbourne Stay Host have to be the owner (or working toward being the owner) of the home?

A: Unfortunately due to legal issues, the Host must be the homeowner. There are liability issues when leasing.

Q: What are the responsibilities of the pilgrims?

A: Pilgrims will be given a Pilgrim Code of Conduct which will set out behavioural expectations for them. A copy of this Code will be made available closer to the event.

Q: What happens if a Host is allocated to a pilgrim who does not speak English?

A: This is a very likely scenario and is all part of the excitement of meeting international people. Communication becomes part of the fun!

If you have any other questions, please do not hesitate to contact the WYD Team Melbourne.

SCENARIOS AND ANSWERS

→ SCENARIO 1

You meet a lady at a dinner party who is really excited and interested in the Melbourne Stay Program. She is not a member of a parish but would really like to be involved. What do you tell her?

- Tell her that it is great that she is interested and that she should jump on line and apply.
- First, ensure that she is not renting her home– she needs to be the owner or the rate payer of her home.
- It does not matter that she does not belong to a parish. She will be allocated to a Coordinator once she has submitted her application.

1

→ SCENARIO 2

Mr Smith has decided to offer his assistance as a Host for the Melbourne Stay Program but he doesn't have any internet access. How can you assist him?

- Ask him if he goes to his local library and if he can use the internet there.
- OR if you have internet access in your parish, offer for him to use that;
- OR Provide him with a hard copy application form;
- Show him where the details are for returning the form to the WYD Team Melbourne;
- He will not be excluded from the program because he does not have internet access. He will simply need to ensure that he returns the forms in the mail to the correct address before the closing of applications.

2

→ SCENARIO 3

Mrs Jones is concerned about being a host as she thinks that her home is too messy for visitors and she is not a good cook so she can't provide bacon and eggs for breakfast. What can you tell her to make her feel happier about being a host?

- Reassure Mrs Jones that she does not need to cook breakfast for the pilgrims. She just needs to make sure that she has toast and jam or milk and cereal or something else for them to eat.
- Tell her that the pilgrims will really only be sleeping at her home and spending breakfast time with her and during the day they will be out and about enjoying activities for Days in the Dioceses;
- The pilgrims will simply appreciate her allowing them to come in to her home to rest and eat breakfast. They will not mind a little mess as long as it is safe!

3

**If these are helpful – log on to the website and read some more!
www.did08.com**

SUGGESTIONS

→ SUGGESTED TEXT FOR NEWSLETTERS

For after applications open in November 2007

(Electronic version available on our website)

MELBOURNE STAY – “FRIENDS FOREVER”

Welcome the world to our city for Days in the Dioceses Melbourne!

Melbourne families are amongst the most hospitable communities in the World. It's now your chance to come forward and host international pilgrims and create “Friends Forever”. We are inviting all Melbourne homeowners to welcome at least 2 pilgrims in to their homes. You will need to offer your home and provide a light breakfast for a minimum of seven (7) consecutive nights during the period 5th – 14th July, 2008.

We are aiming to recruit _____ homes in our local area so now is the time to put your hand up and welcome an international visitor to Australia.

Where can I find out more information?

Log on to the Melbourne Days in the Dioceses website at www.did08.com and get involved today or speak to your local parish Melbourne Stay Coordinator.

You can obtain suggested speech notes and a short presentation from our website to help you inform your parish or other groups about the Melbourne Stay Program. Just log on to www.did08.com



APPENDIX 1: ITINERARY FOR WYD CROSS AND ICON – AUSTRALIA

November '07		December '07		January '08	
Event	Action	Event	Action	Event	Action
Melbourne Stay Program Launch	Gather interest and encourage people to apply online		Gather interest and encourage people to apply online. Be ready for questions!	Radio advertising – “applications closing soon”	Last drive for finding homes!
Radio Advertising begins	Be ready for questions!		Monitor your target and keep your parish up to date		
February '08		March '08		April '08	
Event	Action	Event	Action	Event	Action
Melbourne Stay Coordinator Training #2	Attend a training session Prepare for applicants for Home Visit	Melbourne Stay Home Visit Team carry out all home visits	No action required	Allocation of pilgrims to homes	Recruit some help! You will now need to match your pilgrims to a home
May '08		June '08		July '08	
Event	Action	Event	Action	Event	Action
Allocation of pilgrims to homes	Recruit some help! You will now need to match your pilgrims to a home	Pre-event check	Ensure that all your Hosts are ready for the arrival of their pilgrims	DAYS IN THE DIOCESES	Support your Melbourne Stay hosts Enjoy the event!

APPENDIX 2: DRAFT HOST APPLICATION FORM

Melbourne Stay Host Application Form



HOST DETAILS

Given Name:	<input type="text" value="Jonathan"/>	Postcode:	<input type="text" value="3103"/>
Family Name:	<input type="text" value="Citizen"/>	Phone:	<input type="text" value="9857 1234"/>
Preferred Name:	<input type="text" value="Jon"/>	Email:	<input type="text" value="jon@citizen.com.au"/>
Address:	<input type="text" value="1 Youth Street"/>	If you belong to a Parish,	
Suburb:	<input type="text" value="Balwyn"/>	please specify:	<input type="text" value="St Bede's Balwyn"/>

Do you consent to undergo a police record check and sign a supporting statutory declaration for security and safety purposes? Yes No

Are you the property owner? Yes No

Do you have pets? Yes No
If yes, please specify:

Is your home smoke free? Yes No

Which languages are spoken in your home?

Dates your home is available (DD/MM/YY) to
Homes must be available for a minimum of 7 consecutive days

How many pilgrims can you comfortably host? 2 3 4 5 6 ____
Minimum of 2 pilgrims per home

Is there any other information about your home or the health of other residents of your home that is relevant to the safety and wellbeing of the pilgrims?

Why would you like to be a Melbourne Stay Host?

APPLICANT'S DECLARATION

All information that I have provided on this form is accurate to the best of my knowledge.

Signature: _____
Date: _____

APPENDIX 3: DRAFT HOME VISIT FORM

Melbourne Stay Home Visit Form



APPOINTMENT DETAILS

HOME VISIT TEAM: 1. _____ 2. _____

APPOINTMENT TIME: _____ DATE: _____ HOST PRESENT: YES / NO

APPLICANT'S NAME: _____

APPLICANT'S _____

ADDRESS: _____ SUBURB: _____ POSTCODE: _____

DO YOU BELONG TO A PARISH? YES / NO PLEASE SPECIFY: _____

HOW MANY PEOPLE LIVE IN THE HOUSE? YES / NO

IS THERE HEATING IN THE HOUSE? YES / NO

DESCRIBE THE PLANNED SLEEPING
ARRANGEMENTS:

ARE THERE ANY PETS? (PLEASE SPECIFY)

DOCUMENTS TO COLLECT DURING THE VISIT

During the visit, please ensure you obtain the following:

1. A copy of the rates for the property (to confirm the applicant is the owner of the home).

2. Insurance Company: _____ Policy Number: _____

3. Complete Police Check consent form with certified copy of ID: YES / NO

4. Signed Melbourne Stay Host Agreement YES / NO

MS TEAM MEMBER'S SIGNATURE: _____

APPLICANT'S SIGNATURE: _____

The information provided on this form will be treated with strict confidentiality in accordance with Privacy Laws. The information will only be used by the WYD Melbourne Office.

OFFICE USE ONLY:

Days in the Dioceses Melbourne

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