

**APOSTOLIC JOURNEY OF HIS HOLINESS POPE FRANCIS
TO THE ARCHDIOCESE OF PALO**

**GUIDELINES FOR PILGRIMS
PAPAL MASS AT DZR AIRPORT**

I. Registration Process

1. ***Pilgrims*** refer to those who have registered in the parish, school or diocese to participate in the papal mass at the Daniel Z. Romualdez Domestic Airport.
2. Interested pilgrims may register with their parish office or any of the designated areas. Final deadline for registration is **12 January 2015**.
3. A pilgrim ID will be issued by the Secretariat to each registered pilgrim. It will be released through the Parish Priest or the Parish Pilgrimage Coordinator starting **12 January 2015**.
4. Pilgrims from the suffragan dioceses of the Metropolitan Province of Palo and the Diocese of Maasin, the designated Pilgrimage Coordinators are:

Diocesan Pilgrimage Coordinators

Fr. Rico MANOOC	Diocese of Catarman	0921 397 9754
Fr. Lyndon JABON	Diocese of Calbayog	0946 814 8383
Fr. Neil TENEFRANCIA	Diocese of Borongan	0927 855 6208
Fr. Janjan ESPINA	Diocese of Naval	0917 307 7295
Msgr. Oscar CADAYONA	Diocese of Maasin	0917 790 6939

5. Pilgrims from other dioceses, especially in the Visayas and Mindanao are encouraged to coordinate with their respective diocesan offices. They may also contact the Papal Visit Secretariat through phone numbers (053) 832 2035, (0927) 862 8827 and (0929) 346 9766 or through email at pfv2015@gmail.com.
6. Pilgrims representing schools, faith communities and other institutions, they may coordinate with the parish priest wherein they are located or may register directly to the Secretariat through their respective school or institutional management or community leadership.

II. Getting Ready for the Papal Visit

1. Each parish must designate a Parish Pilgrimage Coordinator. Each vicariate must likewise assign a Vicariate Pilgrimage Coordinator. The names and contact numbers must be submitted to the Secretariat on or before **12 January 2015**.
2. Pilgrims are highly encouraged to undergo spiritual preparation prior to the papal visit. They are invited to avail of the Sacrament of Reconciliation and attend a catechetical session to be held in their own parish.

His Grace, Most Reverend John F. Du, DD has granted a partial indulgence for the faithful of the archdiocese attached to this event, under the usual conditions.

3. Pilgrims must dress modestly and appropriately for the papal mass. Wearing of caps and hats are allowed. For your own safety, please avoid wearing any jewelry.
4. Pilgrims must bring their own food. For their own convenience, it is suggested to place food, hygiene kits and medicines in transparent bags to facilitate the inspection by security officers.
5. Umbrellas will not be allowed beyond the security check area. A transparent raincoat will be given to each pilgrim before leaving for the papal mass venue.
6. Smoking and drinking alcohol within the papal mass venue is highly prohibited.
7. Each parish must submit a list of official vehicles to the Secretariat. A limited number of car passes will be issued for each diocese, parish or school.
8. Pilgrim Information Centers will be set-up in designated public places in Tacloban City, Palo and Ormoc City such as malls, bus stations, seaports and airport.

III. Arrival at the Holding Areas and Papal Mass Venue

1. All registered pilgrims are expected to arrive at their assigned holding area in Tacloban City on 16 January 2015 before 12:00 noon.

For holding area assignments, please refer to the attached list.

2. Each vicariate shall be assigned a specific color code.

Color Coding by Vicariate

Vicariate of TACLOBAN	RED
Vicariate of CARIGARA	YELLOW
Vicariate of ORMOC	ORANGE
Vicariate of ABUYOG	GREEN
Other DIOCESES	SKY BLUE
Vicariate of PALOMPON	GREY
Vicariate of BURAUEN	PINK
Vicariate of PALO	DARK BLUE

3. Pilgrims from the suffragan dioceses and other dioceses in the Visayas and Mindanao must proceed to their assigned holding area. The Pilgrimage Coordinator must inform the Secretariat of the expected time of arrival before 15 January 2015, and of the actual time of their arrival in Tacloban.

Subject to space limitation, unaffiliated pilgrims (or walk-ins) from other dioceses may proceed to the on-site registration area at the Our Lady of Fatima Parish, Tacloban City.

4. Parishes are highly encouraged to plan and hold a pre-event program at the holding area. Suggested activities include catechesis, prayers and similar activities. Volunteers will be assigned to each holding area to assist the pilgrims.

A communications liaison team will be assigned by the Committee on Security and Public Order for each holding area. Pilgrim coordinators may coordinate with the Secretariat through the said liaison team.

5. Each holding area will also serve as the designated parking space for each parish. Whenever necessary, additional parking spaces may be assigned upon request from the Transportation Committee.
6. Each vicariate or diocese shall be assigned a specific time schedule when to proceed to the airport. The first group of pilgrims to enter the papal mass venue will leave their assigned holding area at 4:30 p.m. 16 January. Each vicariate or diocese must be ready to proceed to the airport at least one hour before their assigned schedule.
7. Entry to the papal mass venue will begin at 6:00 p.m. The pilgrims shall be shuttled by designated buses or other vehicles from their holding area to the papal mass venue.

Schedule of Entry into the Papal Mass Venue

16 January 2015, Friday	
Vicariate of TACLOBAN	6:00 to 7:00 p.m.
Vicariate of CARIGARA	7:30 to 8:30 p.m.
Vicariate of ORMOC	9:00 to 10:00 p.m.
Vicariate of ABUYOG	10:30 to 11:30 p.m.
17 January 2015, Saturday	
Other DIOCESES	12:00 mn to 1:00 a.m.
Vicariate of PALOMPON	1:30 to 2:30 a.m.
Vicariate of BURAUEN	3:00 to 4:00 a.m.
Vicariate of PALO	4:30 to 5:30 a.m.
GUESTS	4:30 to 5:30 a.m.

Until 2:00 a.m. 17 January, shuttle buses from the holding area will enter from the Boy Scout Junction (Coca-Cola), drop the pilgrims at the San Jose Junction and exit through the Manlurip Road.

After 2:00 until 6:00 a.m., shuttle buses will be allowed to drop the pilgrims only at the Boy Scout Junction (Coca-Cola).

Each shuttle bus must display the car pass issued by the Secretariat.

After getting off the shuttle buses, the pilgrims shall proceed to the security check area located at the entrance of the papal mass venue.

Each vicariate or diocese will be given a time period of one hour to enter the papal mass venue. If needed, the timeframe may be extended for another thirty (30) minutes.

8. After undergoing the security check, the pilgrims will proceed to the assigned quadrant within the controlled area of the mass venue through a specific gate assignment designated for each vicariate or diocese.

Gate Assignments per Vicariate

16 January 2015, Friday	
Vicariate of TACLOBAN	Gate H
Vicariate of CARIGARA	Gate G
Vicariate of ORMOC	Gate F
Vicariate of ABUYOG	Gate C
17 January 2015, Saturday	
Other DIOCESES	Gate E
Vicariate of PALOMPON	Gate B
Vicariate of BURAUEN	Gate D
Vicariate of PALO	Gate A
GUESTS	Seated Area

Quadrant assignments shall be indicated on the pilgrim ID.

Ushers will be assigned to guide the pilgrims to their assigned gate and quadrant as they enter the controlled area.

Subject to space limitations, unaffiliated pilgrims (or walk-ins) may be allowed entry to the papal mass venue but outside the controlled area.

9. All entry gates to the papal mass venue will close at 6:00 a.m. after which no one will be allowed anymore to enter or leave the controlled area of the papal mass venue.
10. All pilgrims are asked to actively participate in the celebration of the Holy Mass.
11. Pilgrims are enjoined to observe cleanliness and to dispose of their trash in trash bags.

IV. Pilgrim Assistance Facilities and Services at the Papal Mass Venue

1. Free bottled water will be distributed within the controlled area of the papal mass venue. Water stations will be set up within the mass venue.
2. Medical teams and emergency unit/hospital facilities are made available to look for any medical emergencies.
3. Portable toilets and latrines will be provided within the vicinity of the papal mass venue.

4. Pilgrim information and assistance stations shall be set up to attend to lost and found properties and persons, to inquiries and to provide general information.

Post-Event Activities

1. Pilgrims are encouraged to remain in the venue after the papal mass and wait for the pope when he returns later in the afternoon to the airport for the send-off and departure.
2. The pilgrims may leave the papal mass venue in an orderly manner only once the pope has arrived at the Archbishop's Residence in Palo, Leyte. Announcements will be made through the public address system.
3. Since shuttle vehicles will not be allowed to enter the motorcade route and the papal mass venue, the pilgrims will have to walk to their designated pick-up point.
4. All pilgrims will be asked to vacate the papal mass venue as soon as the pope departs for Manila, following the same order as their entrance into the venue.

GUIDELINES FOR WELL-WISHERS PAPAL MOTORCADE

1. **Well-wishers** refer to those who have not registered but would like to welcome and greet Pope Francis during the motorcade from DZR Airport to the Archbishop's Residence, Palo, Leyte
2. Well-wishers may proceed to their designated segments along the papal motorcade route. Instructions will be provided on-site by the segment leader. Everyone is enjoined to strictly follow the instructions given and to cooperate fully with the segment task force.

Please refer to the attached map of the motorcade route.

3. Well-wishers are encouraged to bring with them any ID or identification document for verification purposes.
4. All well-wishers must bring their own food. These, including hygiene kits and medicines should be placed in transparent bags to facilitate the inspection by security officers.
5. For your personal necessities, portable toilets will be strategically situated.
6. Medical teams and emergency unit/hospital facilities will be available for medical emergencies.
7. Smoking and the drinking alcohol in areas adjacent to the motorcade route is strictly prohibited.
8. Well-wishers are enjoined to observe cleanliness and to dispose of their trash in trash bags.

SCRIPT FOR ANNOUNCEMENT

It is with great joy and expectation that the Archdiocese of Palo will welcome His Holiness Pope Francis on 17th of January 2015. This is indeed a blessed moment for our local Church. The pope will arrive at 9:00 a.m. at the Tacloban airport and will celebrate the Holy Mass together with pilgrims from the archdiocese of Palo and other dioceses in Visayas and Mindanao. After the mass, the Holy Father will have a motorcade from the papal mass venue to the Archbishop's Residence where he will have lunch with thirty (30) survivors of typhoon Haiyan and other recent natural disasters in the Visayas. After lunch, he will bless the Pope Francis Center for the Poor and will immediately proceed to the Palo Metropolitan Cathedral for an audience with the bishops, clergy, religious and lay persons of the archdiocese. He will leave for Manila at 4:00 p.m. on the same day.

We would like to invite everyone to join His Holiness in this very historical moment in the life of our archdiocese. First, we encourage everyone to prepare spiritually for his visit and to pray for his safety and good health. As pilgrims, all of us are invited to reflect on his message of mercy and compassion as he comes to visit us who have survived the strongest typhoon in recorded human history.

Second, we are inviting everyone to attend the Papal Mass on the morning of January 17 in Tacloban. Everyone is welcome to join us in this very special pilgrimage to meet the Holy Father. For those who are interested and are willing to join us, please do not hesitate to inquire from the parish office. The organizers have prepared well for your safety and the success of this activity. This is a great blessing for all of us and we hope that all of you will be there to meet our Holy Father as he makes his apostolic journey to our archdiocese.

Deadline for registration is 12 January 2015.

For questions, inquiries and clarifications regarding the papal visit, please do not hesitate to contact the parish office.

**SPECIAL GUIDELINES FOR THE CLERGY
APOSTOLIC JOURNEY OF HIS HOLINESS POPE FRANCIS
TO THE ARCHDIOCESE OF PALO**

Registration Process

1. All priests who desire to participate as pilgrims must register with the Secretariat on or before 15 January 2015. Overnight accommodation will be provided at the Sacred Heart Seminary, which shall also serve as the holding area for the clergy.

For priests who wish to avail of the free accommodation provided at the seminary, please coordinate with Fr. Erlito Maraya or Fr. Christian Golong.

2. Priests who belong to dioceses outside the Metropolitan Province of Palo are required to present a valid clergy ID for verification purposes.
3. A pilgrim ID will be issued to each registered priest-pilgrim by the Secretariat and released through Fr. Anreco Estrella starting 13 January 2015.
4. Priests belonging to other dioceses may register on-site at a registration area located at the Sacred Heart Seminary on 16 January 2015.

Getting Ready for the Papal Visit

1. All priests must ensure that all pilgrims undergo spiritual preparation prior to the papal visit. They are enjoined to hold Triduum masses from 14 to 16 January, celebrate the Sacrament of Reconciliation and conduct catechetical sessions on 15 January 2015.
2. All priests are requested to lead their parishes in planning and conducting a pre-event program at the holding area in the afternoon of 16 January. Suggested activities include catechesis, prayers and similar activities. Volunteers will be assigned to each holding area to assist the pilgrims.
3. All priests must wear their official pilgrim ID at all times.

Transfer to the Papal Mass Venue

1. The designated holding area for the clergy is the Sacred Heart Seminary. All priests are encouraged to be at the seminary before 1:00 a.m. of January 17, 2015. The first group of clergy will leave their assigned holding area at 2:00 a.m. They shall be shuttled by designated buses or other vehicles from their holding area to the papal mass venue.
2. Priests may also opt to proceed directly to the papal mass venue together with their parish pilgrims.

3. However, all priests are expected to be at the venue before the entry gates to the papal mass venue are closed at 6:00 a.m., 17 January.
4. Priests are to wear a clerical shirt when traveling from the holding area to the papal mass venue.
5. After going through a security check, each priest shall be handed a set of mass vestments, consisting of a chasuble-alb and stole. They will then proceed to the area designated for the concelebrating priests. The priests will put on their vestments over their clerical shirts at their assigned seats.
6. All priests are asked to actively participate in the celebration of the Holy Mass. The Liturgy Committee will provide proper guidance on the reception of holy communion by the clergy.

Transfer to the Audience at the Cathedral

1. Once the pope has left the papal mass venue, all priests must remove their vestments and immediately leave the venue in an orderly manner to the designated pickup point. The buses will shuttle them to the Cathedral exiting through the Manlurip Road.
2. From the papal mass venue, the priests will take the shuttle buses to the Saint Mary's Academy where they will immediately change into their white cassocks.
3. Afterwards, the priests shall walk and move in groups to the Cathedral through a designated entrance. They shall take their place in the assigned pews and wait for the arrival of the pope.
4. Upon the arrival of the pope, all priests are requested to remain at their assigned places and maintain decorum throughout the event.

Post Event Activities

1. The priests will be allowed to leave the Cathedral as soon as the pope leaves for Manila.
2. Once the papal flight has departed for Manila, all priests shall leave the Cathedral in an orderly manner and proceed to Saint Mary's Academy. From there, they will be shuttled back to the Sacred Heart Seminary. Announcements will be made through the public address system.