



NATIONAL CATHOLIC EVANGELISATION CONFERENCE

Saturday 11 July 2015



Proclaim '15 Event Guidance

Essential information to enjoy your day.

Proclaim '15 is an initiative of the Catholic Bishops'

Conference of England and Wales.



This booklet is for attendees, group leaders, speakers, team members, exhibitors, stewards (hosts), anyone who is involved on 11 July.

www.catholicnews.org.uk/proclaim15

Welcome to the National Catholic Evangelisation Conference, in support of building missionary parishes

'Proclaim '15: National Catholic Evangelisation Conference' will fill The Birmingham Repertory Theatre and is the first event of its kind in a generation. It will bring together an extraordinary group of speakers, workshop leaders and representatives from every diocese in England and Wales to celebrate joyfully and confidently their Catholic Faith, and to explore how better to share it. **Thank you** for your part in the day – whether as a participant, a guest, or a Group Leader.

The National Catholic Evangelisation Conference is an initiative of the Catholic Bishops' Conference of England and Wales and is being coordinated by its Department for Evangelisation and Catechesis. It is being delivered in partnership with co-workers from across England and Wales. Find out more at: www.catholicnews.org.uk/proclaim15

Proclaim '15 is inspired by Pope Francis' Apostolic Exhortation, *Evangelii Gaudium*, which begins: "I wish to encourage the Christian faithful to embark upon a new chapter of evangelisation marked by this joy, while pointing out new paths for the Church's journey in years to come." It is in response to this call that the event on 11 July is being offered, as part of a year-long bishops' initiative to support the building of missionary parishes in England and Wales.

Cardinal Nichols (Westminster), Archbishop Longley (Birmingham & our host), Rev Nicky Gumbel (Alpha) and Michelle Moran (Pontifical Council for the Laity) are among the speakers. We are expecting over 850 attendees representing every diocese, as well as the Bishopric of The Forces and the Personal Ordinariate of Our Lady of Walsingham. A large number of bishops will also be in attendance.

Eleven workshop leaders will be facilitating sessions on a breadth of topics relevant to effective evangelisation in England and Wales. We will also have a sizeable group of exhibitors showcasing Catholic resources, initiatives and the work of organisations. It promises to be a day rich in so many ways.

To help make the most of this unique occasion these notes have been prepared to offer general guidance, which should be read in conjunction with the information available on the Proclaim online presence (www.catholicnews.org.uk/proclaim15), which provides general information about 11 July and related initiatives.

TRAVEL

The venue address is:

Birmingham Repertory Theatre

Broad Street

Birmingham

B1 2EP

Directions and maps can be found at <http://www.catholicnews.org.uk/Home/Special-Events/Proclaim-15-Building-Missionary-Parishes/National-Catholic-Evangelisation-Conference/Venue>

Getting here

Train: The Theatre is about 10-15 minutes walk from New Street Station and 15-20 minutes from Snow Hill Station. Moor Street and Five Ways are further away but still within walking distance.

Bus: Many bus services stop close to The Theatre on Broad Street including: 1, 9, 10, 22, 23, 24, 29, 29A, 120, 126, 127, 128, 129, 140, 141. For journey planning please call Network West Midlands on 0871 200 22 33 (Bus and Metro only). Lines are open Monday to Saturday 7.30am to 8pm and on Sunday 10am to 6pm.

Car: Birmingham is easily reached via the M5, M6, M40 and M42. Follow signs to Birmingham City Centre and the ICC. From the South-West (M5), leave the motorway at Junction 3, follow the A456 towards the city centre. From the South (M40), South-East (M6) East (M69), or North-East (M42) follow the M6 to Junction 6, then the A38 towards the City Centre. From the North-West (M6) or West (M54) follow the M6 either to Junction 7 then the A34 towards Birmingham City Centre.

Parking: There is no parking available at The Theatre – public car parks can be found nearby at Cambridge Street and the NIA.

Disabled parking: There are two bays for Blue Badge holders on Cambridge Street directly behind the Library on The Theatre side. Access to the front entrance is along the covered walkway on the east side of the Library leading onto Centenary Square. Further bays are available in the Paradise Circus multi-storey car park on Cambridge Street.

Taxis: There is a taxi rank across the road outside the Hyatt Regency Hotel on Broad Street.

Coaches: Groups travelling by coach should make their own arrangements for drop-off and collection points.

DAY PASSES, CARDS AND TICKETS

If you're coming as part of a diocesan group

If you have purchased a place on the day your group leader will give you five cards to keep safe and use on 11 July. These include:

1. A theatre seat ticket to secure entry into the area where the keynotes will be delivered. Please use this seat throughout the day. Do not change places. It is not possible to sit on the stairs, or stand at the back of the theatre, for safety reasons.
2. Lunch ticket – to present when collecting your packed lunch.
3. Three workshop tickets indicating which sessions you have been allocated in service of your diocese or group. It is imperative you go to the workshops that you've been assigned in the order given, such are the complexities related to group and rooms sizes.

All attendees will be given a day pass and welcome bag on arrival on 11 July. You are welcome to bring pads and pens to make notes during the workshop sessions.

If you're attending as an individual

If you're not coming as part of a diocesan group, you will have received your cards and tickets, as appropriate, in the post. You too will be given a day pass and welcome bag on arrival on 11 July.

If you are uncertain in any way please contact the Proclaim Coordinator, Clare Ward, immediately on 0770 939 1998 if there are any difficulties. Likewise, Clare can be contacted on this number at any time up to **midday on Thursday 9 July** if there are any final administrative enquiries and / or absences.

ARRIVAL

- The Theatre doors will open at 9am for day attendees, which will allow access to the entrance foyer.
- The conference programme will **begin promptly at 10am.** You are invited to be in your seat at 9.50am at the latest.
- To help speed access, Group Leaders are asked to get large groups to enter in Row & Seat Order.

ACCESS

All young people in attendance (below 18 years old), must be accompanied by a responsible adult – their Group Leader.

GROUP LEADER RESPONSIBILITY

General responsibility

It is assumed that the Group Leader will accept all responsibility for the people within the group. If someone is separated from the group, please advise them to make their way to their theatre seat or allocated workshop session, as applies.

Arena Evacuation

In the highly unlikely event of the venue being evacuated, clear messages will be given by the staff of The Birmingham Repertory Theatre. They will advise if it is a temporary or permanent evacuation, as far as they are able to do so. Inevitably larger groups will leave the venue by a variety of exits and will be separated from each other. We advise Group Leaders to have a “back up” meeting point some distance from the venue – the most natural place will be where your transport drops you off, or a landmark that your group would have seen on arrival, such as a statue or memorial.

Safeguarding

We expect that all groups will conform to CSAS guidelines in relation to safe working with children and vulnerable adults. The Bishops’ Conference conforms to these guidelines. If you are in any doubt about safeguarding policies to bring people to an event such as Proclaim ‘15, it is essential that you speak to your parish or Diocesan Safeguarding Officer at the earliest opportunity.

Risk Management

There are comprehensive Risk Assessments in place for all aspects of Proclaim ‘15. We strongly advise all groups to prepare their own Risk Assessments to cover travel to and from the venue, and group management within the venue. If groups are in any doubt about suitable policies then their Diocesan Curial office may be able to suggest a source to offer advice and support.

We hope that Group Leaders can have a relaxed and enjoyable day at Proclaim ‘15, with content that will engage and inspire your group. Thank you for all you are doing to bring people to Proclaim ‘15, and please do not hesitate to get in touch if any of this guidance leaves you in any way anxious or in doubt.

FACILITIES AND ACCESS

Getting around

The Theatre and Library of Birmingham are designed to be accessible to all. Getting around the building is easy, with a step-free entrance and lifts to all floors, in addition to ramps, escalators, travelators and stairs.

Mobility Needs & Scooters

We have received no notifications at present of anyone needing to bring a wheelchair. Group Leaders, if you have someone in the group with mobility needs and have not advised us by indicating this need in your diocesan spreadsheet, please contact Clare Ward as a matter of urgency (0770 939 1998).

A limited number of spaces are available for mobility scooters to be brought to the venue, by arrangement with the Proclaim '15 team. The width of scooters should not be any wider than a wheel chair to ensure they can get into the lifts to the workshop rooms. They can also be parked underneath the stairs in The Theatre foyer. This area, however, is not manned by staff and the vehicles are brought to the venue at each individual owner's own risk.

Those people who volunteered, when they booked, that they had a mobility need have been assigned a seat in ROW D in the main theatre, and their seat card has already been sent to their Group Leader for local distribution. Given the nature of the venue, it is imperative that groups are mindful of those who are less mobile and provide assistance as necessary.

Toilets - toilets are available on every floor.

Toilets for people who are disabled - these are marked on the floor plans, which indicate whether the toilet is positioned for transfer from wheelchair to seat from the left or the right.

Changing Places & Cloakroom

A Changing Places facility is available on the lower ground floor. A free cloakroom will be provided during the day, but open at set times which are:

08:45 – 10:00

13:15 – 14:15

19:00 – 21:00

Given the limited space in the theatre, all bags and coats must be left in the cloakroom.

WiFi

WiFi is available throughout the building. This is free to use.

Smoking - Please note that The Theatre and Library of Birmingham have a **no smoking** policy within the building.

SPECIAL NEEDS

A large print version of the Service Booklet will be available. Please give prior notice to the Proclaim '15 team no later than 1 July if you would like a large print version.

Email: proclaim15@cbcew.org.uk

Sign language interpreters have been arranged for those who have told their group leader that they are profoundly deaf. The venue has plenty of hearing loops for use on the day. Specifically:

1. The Library Meeting rooms have a Hearing Loop system, delegates need to turn their hearing aids to T when in these rooms.
2. The REP Theatres – have a radio system and attendees will be required to obtain a radio receiver (headset - ‘tour guide kit’) from the Box office.
3. The REP Suites – have an infrared system and delegates will be required to obtain an infrared receiver (headset) from the Box office.

Please check your workshop tickets before the day to gauge what equipment or assistance you might need, and register it by emailing the Proclaim team at the email address provided above.

Please contact the Proclaim team (email above) to clarify any situation after viewing the online maps for the conference venue.

GROUP IDENTIFICATION

Groups are welcome and are encouraged to wear an item of clothing or symbol to identify their diocesan group – e.g. a sash, rosette, hat etc. – to enhance the joy of the occasion. Having assessed in detail the geography of the venue, we suggest that diocesan banners are not brought to the venue.

INFORMATION ON THE DAY

The Proclaim '15 team, in partnership with The Birmingham Repertory Theatre staff, will be on hand to assist you throughout your day. An Information Desk will be located, after the morning arrivals, in front of the Box Office. Staff will assist with:

- Lost Property
- Lost People
- Enquiries
- Other needs

DRESS CODE

Due to the nature of this day-long event, we advise comfortable dress for everyone attending. In considering what to wear, do be mindful that elements of the programme include times of prayer and our day will end with Mass.

FOOD AND DRINK

If you have purchased a place on the day, are a speaker, or on the Proclaim '15 service team (e.g. stewards, hosts) you will be given (or your group leader may have already given you) a lunch ticket. Please present this ticket at the clearly signed distribution points to redeem your packed lunch, which can be eaten at your seat in The House theatre. Similarly, you will be eligible for a free morning and afternoon hot drink. Additional refreshments are available to purchase. If you have not purchased a place on the day, only food and drink purchased in the venue may be consumed onsite.

A list of those who have shared that they have a **special diet** has been sent to the venue and these lunches will be distributed from the Information Desk.

LEAVING THE BIRMINGHAM REPERTORY THEATRE

During the Lunch Break it will be possible to leave The Theatre but Proclaim '15 participant passes must be retained at all times by anyone leaving. If you do not have a pass you will not be able to return to the event. Group Leaders are expected to know if any of their group is outside the venue at any time.

LUNCH BREAK ACTIVITIES

There will be various exhibitors showcasing resources and initiatives in the theatre foyer and on the mezzanine floor. These are offered by a wide variety of Movements and Organisations. Please do make every effort to circulate and visit these exhibition spaces. There will be further information in the programme – lunch is a break, and it is also very much part of the Proclaim '15 experience!

HOSTS AND EXHIBITORS

If you are a host or exhibitor, and have not purchased or been given a seat in The House theatre, you will be able to follow the event programme via a live link up in The Studio theatre. During Mass Holy Communion will also be distributed in here.

CAUTION AND CARE

- **Each individual is responsible for their own possessions**, which they are expected to keep with them at all times.
- **Please all keep an eye out for any unattended packages.** In case of concern please contact one of the Proclaim '15 hosts (stewards).
- **Please dispose of all litter with care.**
- **In the event of an emergency follow the direction of the hosts.** The public announcement system will be used to communicate messages as necessary.
- **All are warned that stage lighting will be used** during the event.

n.b. The building is open to the public, so there is a particular need to keep personal belongings secure, and to be aware that other people in the vicinity may not be involved in the Proclaim event. Please refer any questions to a member of the Proclaim Team, identifiable by the printed name on their lanyards, and hosts (stewards) who will be wearing high visibility jackets.

FIRST AID

Please seek first aid assistance by contacting the PROCLAIM '15 Host team for help.

ADORATION OF THE BLESSED SACRAMENT & LITURGIES

- The Blessed Sacrament is reserved in the venue throughout the day. You are invited to visit the Adoration Chapel as individuals, or in small groups, at any point. It is located in the Winteringham Room, on the Second Floor. A volunteer team of adorers will be praying during the entire conference programme for the success of the event and its legacy.
- There will be an Opening Liturgy at the beginning of the day and the day will end with Mass. Further information will be available on Screen and in the Service Booklet.
- **Mobile phones** and other similar devices must be **switched off** during the liturgical elements of the program.
- Photography, tweeting and texting are not permitted during the liturgies.
- For the distribution of Holy Communion all are asked to stay standing in their places, but to turn fully around (so to be facing away from the altar) to enable a priest to pass along each row, bringing the sacred host to each Communicant in turn. If you are not a Catholic, you are warmly invited to ask the priest or deacon for a blessing during the distribution of Holy Communion. Please signal that you would like to receive a blessing by cross crossing your arms across your chest.

Prayer Wall

A space will be provided on the day for you to post prayer intentions on our prayer wall. These intentions will be collected at the end of the day and given to a local religious house for ongoing intercession.

Proclaim '15 Prayer

Please do use the initiative prayer which is available at:

www.catholicnews.org.uk/proclaim15

LEGACY: HOME MISSION SUNDAY, 20 SEPTEMBER 2015

Please kindly put this date in your diary. New resources, created as a fruit of our gathering on 11 July, will be published on Home Mission Sunday. The team would be grateful if you'd support the celebration of this Sunday, through your prayers and by taking a second collection to enable the ongoing development of this work. The Proclaim materials will be available at www.catholicnews.org.uk/proclaim15. Materials to support the celebration of Home Mission Sunday will be available at:

www.catholicnews.org.uk/hms15 Follow up events are also being offered in a number of dioceses this autumn; information will be available from your diocesan Proclaim coordinator.

TWEETING

If you are inspired during the day, then tweet about it – use **#proclaim15**. Just not during the liturgy, please!

CORE LEGAL INFORMATION

Your attendance at the Proclaim '15 implies agreement to the following Terms and Conditions.

Access to the event implies that you consent to you being recorded, published or broadcast in any media and for those recordings to be used in relation to the event, and for the purpose of crime prevention and public safety without any right to payment in perpetuity.

Use of professional photographic or recording equipment is prohibited (Personal cameras are allowed except during the Liturgy).

The safety and enjoyment of all is of great importance to us, and we aim to ensure that everyone is free to enjoy the event without interruptions. Please participate within your personal limitations.

In order to operate safely the organisers need to reserve the rights:

- To refuse admission.
- To eject people from the venue.
- To prohibit smoking and the consumption of alcohol
- To remove unattended belongings from the venue

And require:

- All those attending to comply with searches as deemed necessary.
- All those attending to comply with directions and instructions given on site by those responsible for safety.

The Proclaim '15 Participant Pass is exclusively issued. Any transfer or sale will invalidate the Pass & entry will be refused. The Event Organisers reserve the right to require proof of a valid Pass for entry.

Misuse or careless handling of the Proclaim '15 Participant Pass may compromise the security of all those attending the celebration. Any reproduction of the Proclaim '15 Participant Pass may constitute a criminal offence.

All personal data is retained in line with the provisions of the Data Protection Act

In the event of cancellation or change, the event organisers cannot be responsible for any loss or liability for compensation. The organisers accept no liability for any loss or damage to property resulting from the event.

The programme is subject to change and we apologise in advance for any alternations but no refund or expenses will be payable.

Lost property will be retained by The Birmingham Reperatory Theatre.

CONTACT INFORMATION (before and after 11 July).

Any queries about bookings or administration should be directed to **Clare Ward**, Proclaim '15 Coordinator, proclaim15@cbcew.org.uk on 0770 939 1998.

Evaluation of the day (for which Group Leaders will be emailed a form) should be returned to Clare Ward using the email address above or posted to: 'Proclaim '15, 39 Eccleston Square, London. SW1V 1BX'.

Any queries about Proclaim '15 operations should be directed to **Gerry Kehoe**, Proclaim '15 Operations Director, gerry.kehoe@cbcew.org.uk

The Catholic Trust for England and Wales is registered in England & Wales as a Company Limited by Guarantee, Company Number 4734592, and Charity Registration Number 1097482.

The registered office is: Catholic Bishops' Conference of England and Wales, 39 Eccleston Square, London, SW1V 1BX.

