

Dear Pastor

To aide you in preparing the agenda for the Archbishop's upcoming parish visit, please review the below information, which was taken from the original letter about the Pastoral Visits, sent out in August 2013:

In most cases, the parish visit should start Saturday evening after the Vigil Mass and conclude Sunday evening, plus a half-day morning visit to your parish school, if applicable, on the following Monday (or alternative day, as needed).

The activities that **must be included** in the visit (per the Archbishop's letter):

- Celebrate and preach at the principal Sunday Mass;
- Celebrate and preach at the principal Spanish Mass, if applicable;
- Meet with the parish pastoral council and parish finance council, either together or separately (as preferred by Pastor);
- Meet with the parish staff;
- Meet one-on-one with each of the priests assigned to or in residence at the parish;

Inspection of the sacramental registers, and other such books (i.e. marriage, baptism, Confirmation, First Communion, funerals, sick register, register of Mass intentions) **will be conducted by the Assistant Chancellor, Rob Graffio**. He will be in contact with you to set up a time to review these records at approximately **two weeks in advance** of the parish visit.

The activities that are **highly recommended to be included**, if it is possible to schedule:

- Meet Parish religious education classes and instructors, especially RCIA and Confirmation;
- Meet Youth and Young Adult groups;
- Meet Parishioners at general reception following the principal Mass;

These are activities that **may be included** (time permitted), according to pastor's discretion:

- Conferral of the sacrament of Confirmation, if the catechetical program can be accommodated to it (the program must not be shortened in order to do so)
- Visits to the sick and homebound;
- Visitation of institutions within the parish boundaries where Church ministry is carried out (e.g., hospitals, nursing homes, jails);
- Hearing of confessions, in the event that they are regularly scheduled during the time of the visit

If there is a parish school, the typical formula is as follows (1/2 day visit ending after lunch):

- Celebrate School Mass in the morning (8:00 or 8:30 usually)
- Tour school including class room visits with students
- Meet teachers, staff and administrators (usually at a Lunch, if possible)

If the parish is located more than a 30 minute drive from the Archbishop's residence, he will spend the night at the rectory, and asks that he be given access to pray before the

Blessed Sacrament for one hour in the morning in private (e.g. before the Church is opened to the public).

Please note the **Archdiocese's Director of Security & Emergency Preparedness, Derek Gaskin**, may be contacting you to set up a walk-through time prior to the parish visit to ensure compliance with fed, state & local emergency & disaster preparedness regulations, policies and procedures.

Finally, please note the **Archbishop has the following dietary restrictions**: NO dairy (including milk, cheese & butter) NO red meat NO Shellfish NO white flour or white rice (YES to whole grain flour and rice) YES to Fish and skinless chicken and pasta. These restrictions are for good health reasons only; he is not allergic to anything, so if any of the NO's 'slip in' it is OK, but thanks for trying to accommodate.

Please send your proposed schedule for the Archbishop's review 4-5 weeks in advance of the visit. If you have any questions or concerns, do not hesitate to contact me.

Kind regards,

Fr. Paul Coleman
Priest Secretary to Archbishop Cordileone
415-614-5602 Direct