



Dear Sir or Madame,

Thank you for taking the time to read about Inside the Vatican Pilgrimages' December 2015 "Jubilee Year of Mercy" Pilgrimage with the optional "Add On" Pilgrimage to Norcia. This promises to be a once-in-a-lifetime experience.

If you would like to join us after reading through the attached Registration Packet, simply mail the following completed forms to our US office — space is limited and we have had over 100 people who have shown great interest in this pilgrimage. If you intend to join this pilgrimage, I strongly recommend you email me at [TNorris@InsideTheVatican.com](mailto:TNorris@InsideTheVatican.com) or call our office at 202.536.4555 to have your spot reserved for 3 days. This will hold your space until we receive your registration information.

The following items will need to be mailed to the address below:

1. **Registration Form**—one per person with a copy of the picture page of your passport.
2. **Letter of Recommendation** – it is due within 30 days after deposit, but no later than 30 days before the date of departure.
3. **Deposit** - Check for \$500.00 per person. If you choose to join us for the "Add On" pilgrimage to Norcia in addition to the December 2015 "Jubilee Year of Mercy" Pilgrimage, please note this on your Registration Form in the appropriate area. An additional deposit will not be necessary.  
**Checks payable to Inside the Vatican.**

Our US office address is:

*Inside the Vatican* magazine  
14 W Main Street  
Front Royal, VA 22630

If you should have any questions about the pilgrimage, please feel free to call me. I can be reached directly at 202.536.4555, or by email, [TNorris@InsideTheVatican.com](mailto:TNorris@InsideTheVatican.com). If you would like to reserve your spot after business hours just send me an email and I will respond to you to next business morning.

Please let me know how I can assist you in joining this pilgrimage!

Theresa Norris  
Executive Assistant  
*Inside the Vatican* magazine



***Inside the Vatican Magazine “Year of Mercy” Pilgrimage  
“Year of Mercy” Pilgrimage – December 4 - 10, 2015  
(Optional add-on) “Norcia Retreat” Pilgrimage – December 10 - 14, 2015***

***A Personal Invitation from Dr. Robert Moynihan:***

Dear friend,

I am writing to invite you to join me in Rome at the opening of the Holy Year of Mercy. This promises to be an extraordinary time of grace, just before Christmas in Rome.

Pope Francis, in his Bull of Indiction announcing the Holy Year, spoke about his reasons for declaring it. “Jesus Christ is the face of the Father’s mercy,” he wrote. “These words might well sum up the mystery of the Christian faith. Mercy has become living and visible in Jesus of Nazareth, reaching its culmination in him.”



So this “Year of Mercy” pilgrimage is essentially “Christocentric” — centered on Christ. Our days will begin with Mass, near the tomb of St. Peter, and we will have special readings to center our thoughts on the meaning of Christian mercy as we prepare to pass through the Holy Door, which Pope Francis will open on December 8. “I have chosen the date of 8 December,” Pope Francis wrote, “because of its rich meaning in the recent history of the Church. In fact, I will open the Holy Door on the 50th anniversary of the closing of the Second Vatican Ecumenical Council.”

Pope Francis adds: “The Church’s first truth is the love of Christ. The Church makes herself a servant of this love and mediates it to all people: a love that forgives and expresses itself in the gift of one’s self. Consequently, wherever the Church is present, the mercy of the Father must be evident. In our parishes, communities, associations and movements, in a word, wherever there are Christians, everyone should find an oasis of mercy.”

We would like your journey with us to be “an oasis of mercy” in your life, a pilgrimage that enriches your life and deepens your faith. Although we will visit many very special places, our journey is a pilgrimage, not a tour. The spiritual dimension — the search for a deeper encounter with God — is central. This is why the pace of our pilgrimages will be slow and peaceful, not rushed. There will be time for prayer and contemplation.

So, please consider joining me on this extraordinary journey for the opening of the Holy Year of Mercy. We expect it to be a wonderful, joyful, and memorable time, with many hours devoted to prayer and meditation.

— Robert Moynihan  
Founder and Editor of *Inside the Vatican* magazine



### *A Note from Deborah Tomlinson*

Welcome to Inside the Vatican Pilgrimages. Inside the Vatican Pilgrimages began in 2008, and since then we have led over 22 pilgrimages to the heart of the Church. It has been our policy to keep the size of each pilgrimage small, rarely more than 15 people, in order to keep the experience personal and intimate.



We have found that the small pilgrimages create a bond of friendship that is very special. At the end of our journey together our pilgrims often discover that not only have they visited some of the most important shrines in the Christian world, but they have also made deep friendships with one another, and with those they have met along the journey, that will last a lifetime.

These pilgrimages are a total immersion experience — unrepeatable and unforgettable, informative and transformative. The focus is not solely on the stones of St. Peter's Basilica and the other basilicas and holy shrines, but also on those living stones which are the souls of the people we encounter — the Benedictine monks of Norcia, the cardinals and Monsignors of the Vatican, the Swiss Guards in Rome and even ourselves, the pilgrims.

Dr. Robert Moynihan, the founder and editor of *Inside the Vatican* magazine (founded in 1993), and I will be traveling with you for the entire pilgrimage. Robert is an expert on all things Roman, and his love of Italy is contagious.

We will spend 5 nights in Rome celebrating the opening of the Jubilee Year of Mercy; a Jubilee Year is one of the most profound occasions for one's visit to Rome. What a very special and exciting time to be in the Eternal City! Dr. Moynihan will share his knowledge and experience of the past 30 years as one of the leading Vatican journalists and scholars. Robert and I will also introduce you to some of our friends inside and around the Vatican. These Roman days will be filled with many experiences that will make you feel like a "Vatican insider," not a typical tourist. The Vatican will become familiar to you as you gain a new understanding of how the Church operates. During the pilgrimage our daily conversations will be enriched with reflection on the meaning of Mercy in our lives.

After our Roman days, you will have the option to continue on for an additional 4 nights at our "Norcia Retreat." We will visit Norcia, the birthplace of St. Benedict, the Patron Saint of Europe and the founder of monastic life. Father Cassian, our friend and founder of the current Benedictine community in Norcia's centuries-old monastery, will meet with us there to share a reflection. These moments with Father Cassian are often among the most memorable highlights of our trip.

Pope Francis wrote about the importance of pilgrimage in the Year of Mercy in the Bull of Indiction of the Extraordinary Jubilee of Mercy:

*The practice of pilgrimage has a special place in the Holy Year, because it represents the journey each of us makes in this life. Life itself is a pilgrimage, and the human being is a viator, a pilgrim travelling along the road, making his way to the desired destination. Similarly, to reach the Holy Door in Rome or in any other place in the world, everyone, each according to his or her ability, will have to make a pilgrimage. This will be a sign that mercy is also a goal to reach and requires dedication and sacrifice. May pilgrimage be an impetus to conversion: by crossing the threshold of the Holy Door, we will find the strength to embrace God's mercy and dedicate ourselves to being merciful with others as the Father has been with us.*

I hope to greet you in Rome!

— Deborah Tomlinson  
Chief Operating Officer of *Inside the Vatican* magazine



## Terms & Conditions

### “Year of Mercy” Pilgrimage – December 4 - 10, 2015

### “Add-on” Pilgrimage – December 10 - 14, 2015

**Rates and Payments:** Rates are based on the applicable rates in place as of September 1, 2015. Cost for the “Year of Mercy” Pilgrimage is \$3,995.00. Single Supplement cost is \$750.00 per person. Cost for the “Add-on” Pilgrimage is \$2,700.00. No Single Supplement.

**1st Payment:** \$500.00 — Deposit due at time of booking. **Note: This deposit is non-refundable**

**2nd Payment:** \$3,495.00 — “Year of Mercy” Pilgrimage Due Monday, October 5, 2015 **Note: Add \$750.00 Single Supplement, if applicable.**  
(If applicable) \$2,700.00 — “Add-on” Pilgrimage Due Monday, October 5, 2015 **Note: No Single Supplement.**

**Reservations and Payment Schedule:** A \$500 non-refundable deposit is due at the time of booking. Balance is due 60 days prior to departure. If your reservation is received less than 60 days prior to departure, then full payment is due at the time of booking.

**Transfers:** Although individual transfers from the airport are included, it is the responsibility of the participant to notify Inside the Vatican Pilgrimages of any flight delays. If your flight is late or rescheduled and you have not notified Inside the Vatican Pilgrimages, the transfer from the airport is the participant’s responsibility. Group transfers to the airport upon departure are included. Individual transfers to the airport upon departure are not included in this package. Although Inside the Vatican Pilgrimages can book an individual transfer to the airport, if requested, the participant is financially responsible for such individual transfer.

**Air Schedule:** Land Package participants are responsible for purchasing their own air flights to arrive in Rome on December 5, 2015 and depart on December 10, 2015. If a participant’s flight arrives late or is rescheduled, it is the participant’s responsibility to notify Inside the Vatican Pilgrimages of such air schedule changes.

**Travel Documents:** A valid passport is required for travel to Italy and **must remain valid until at least 6 months after your departure date from the United States.**

**Unused Services:** There will be **no refund** for any unused portions of the pilgrimage. Refunds will not be made to participants who miss any part of the pilgrimage for any cause whatsoever.

**Itinerary:** Although Inside The Vatican Pilgrimages and its agents and representatives will make every effort to adhere to the printed program and itinerary, on rare occasions it may be necessary to adjust arrangements due to unforeseen circumstances beyond our control (including, but not limited to, such circumstances as the weather, airline schedule changes, hotel requisitions, political disturbances, or transportation mechanical problems). Should such adjustments be necessary, substitutions will be made to the best of our abilities. A refund will not be given. Any additional costs necessitated by such changes are the full responsibility of the participant. We do not guarantee entrance into Papal events/Masses or preferred seating at these events, due to circumstances beyond our control such as, but not limited to, long security lines, fewer seats available than the actual number of tickets distributed, etc.

**Final Package:** A final package containing documents, local contact information, a pilgrim book, and travel tips will be mailed to each participant about two weeks prior to departure.

**Participation:** Inside The Vatican Pilgrimages reserves the right to decline, accept, remove or retain any participant on any of its pilgrimages if, in its sole discretion, it deems accepting or retaining any such participant might be detrimental to the pilgrimage. In addition, all participants must adhere to the rules of the State of Vatican City. In the event any participant is removed from a pilgrimage, Inside The Vatican Pilgrimages is not obligated to refund to such person that portion of the payment allocable to unused services.

**Insurance:** Travel insurance is not included in this packet, but it is strongly recommended.

**Cancellations and Refunds:** Cancellations must be received in writing and will be processed according to the date the written notice is received. Although a verbal cancellation is also appreciated, it will not be accepted as official notice. Please mail the cancellation notice to the address below. If you purchase travel insurance, the travel insurance may cover the remaining amount depending on the circumstances of the cancellation and on the conditions of the policy. Check with your travel insurance provider, if applicable. Monies will be refunded, minus the **cancellation fee, as follows:**

- 60 days prior to departure: \$500.00 deposit
- 59 to 30 days prior to departure: \$500 deposit and 50% of total cost\*
- 29 days or less prior to departure: 100% of total cost\*

\*Cost includes: Land Package and single supplement, if applicable.

**Private Rooms and Single Supplement:** A limited number of single rooms are available at the single supplement rate. If the allotted number of single rooms is booked, any additional single rooms that can be booked subsequently may incur an additional fee.

**U.S. State Department & Other Agencies:** From time to time the U.S. State Department ([www.state.gov](http://www.state.gov)) and the U.S. Centers for Disease Control ([www.cdc.gov](http://www.cdc.gov)) and other government agencies and departments issue travel advisories or warnings. These may apply to one or more of the destinations you may be visiting on the pilgrimage. We encourage you to contact these agencies directly to obtain the most current information. Inside The Vatican Pilgrimages cannot change the cancellation terms or conditions based on the issuance of any such warning or advisory or the occurrence of any terrorism, acts of war, health, or other incident in one or more of the places this pilgrimage is scheduled to visit.

**Photography:** Agents of Inside The Vatican Pilgrimages may take photographs or videos of its trips and trip participants. Participants grant Inside The Vatican Pilgrimages permission to do so and allow Inside The Vatican Pilgrimages to use such photos and videos for promotional or commercial use. These photos will be available on our photo website [InsideTheVaticanPhotos.com](http://InsideTheVaticanPhotos.com) following the pilgrimage. A minimum fee is required to download all photos from the December 2015 “Jubilee Year of Mercy” Pilgrimage gallery.

**Tour Cancellation By Inside the Vatican Pilgrimages:** On rare occasions a pilgrimage may have to be cancelled due to lack of participation. In such a case, Inside the Vatican Pilgrimages’ sole responsibility is to provide a full refund, including the deposit.

**Letter of Recommendation:** Due to the restricted private areas to which we may have access during our pilgrimage, participants may be asked to provide a letter of recommendation from their bishop or pastor, on his official Church stationery, with official embossed parish/diocesan seal. If this is requested, we will provide a sample letter of recommendation which lists our requirements. This letter must be received within 30 days after receipt of your deposit, but no later than 30 days prior to departure. In the event that you have difficulty obtaining the letter, please contact us. However, if we request a letter of recommendation but none can be arranged, your reservation, regrettably, will have to be cancelled, and the cancellation policy will apply. Travel Insurance will not cover this type of cancellation.



## Letter of Recommendation

Due to the restricted private areas to which we may have access during our pilgrimage, all participants must provide a letter of recommendation from his or her bishop or pastor, on official church stationery, with an official embossed parish/diocesan seal.

*This letter must be received within 30 days after receipt of deposit, but no later than 30 days prior to departure.*

In the event that this letter is not obtainable, please contact us. However, if no letter of recommendation can be arranged, your reservation, regrettably, will have to be cancelled, and the cancellation policy will then apply. *This type of cancellation is not covered by the travel insurance.*

**Returning pilgrims are not required to provide a letter of recommendation.**

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*A Sample Letter: (letter must be on official parish/diocesan stationery, with the embossed parish/diocesan seal, signed by the pastor/bishop)*

*September 28, 2015*

*Dear Deborah,*

*I have known John/Jane Doe for X years. I understand that they would like to join the Inside the Vatican pilgrimage to Rome and the Vatican. I understand that he/she/they may have access to restricted private areas inside Vatican City. From my encounters with John/Jane, I have every reason to believe that he/she/they will act in a discreet and proper manner befitting the privilege of being a guest inside Vatican City. Therefore, I can recommend that he/she/they join your pilgrimage.*

*Sincerely,*

*Father John Smith*

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Mail letter to:

Theresa Norris  
Inside the Vatican magazine  
14 W Main Street  
Front Royal VA 22630





## Registration Form

I will attend:

- “Year of Mercy” Pilgrimage–December 4 – 10, 2015  
 “Add-on” Pilgrimage–December 10 – 14, 2015

Name as it appears on your passport: (*Enclose a copy of the picture page of your passport with this form.*)

\_\_\_\_\_ Name you prefer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Home Number \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Passport Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Date and Place of birth: (*Required by hotels in Italy and Vatican City*)

\_\_\_\_\_

Hotel Accommodation:  Single  Double/Twin  Triple  Matrimonial

Name of Roommate \_\_\_\_\_

Dietary Restrictions \_\_\_\_\_

Physical Limitations: (Please note any physical limitations or medical conditions that will impede you from walking long distances, standing, or climbing stairs.) Do You Use:  walker  cane

\_\_\_\_\_

\_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Numbers \_\_\_\_\_

\_\_\_\_\_

I have received and read the Terms and Conditions for the **December 4 - 10, 2015** “Jubilee Year of Mercy” – **December 10 – 14, 2015** “Add-on” Pilgrimage. By payment of my deposit, I accept and agree to all of the Terms and Conditions. I also agree that *Inside The Vatican* cannot be held liable for any injury or injuries sustained during the pilgrimage.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Witness (*a non-family member*) \_\_\_\_\_

Witness (*print name*) \_\_\_\_\_