




*You are invited*  
*to a formative experience like no other.*



**CHA's Ecclesiology and Spiritual Renewal  
Program for Health Care Leaders**

APRIL 14 – 19, 2024





*"Both the didactic sessions and all of the activities served to further inform me in new and timely ways. This was an exceptional experience from start to finish."*

– PAST PARTICIPANT



*Please join us at CHA's annual Ecclesiology and Spiritual Renewal Program for Health Care Leaders, April 14 – 19, 2024, in Rome and Assisi. This important formation experience is a week-long learning and renewal program for leaders of Catholic health care that is like no other because of the gathering from across our ministry.*

We encourage you to consider this program for yourself and for the executive and governance leaders of your organization.

This program offers an opportunity for us to experience the broader perspective of our health care ministry and to realize the worldwide nature of the Church's work — an important perspective as we leaders are in communication with various dicasteries of the Holy See.

#### **OUR PROGRAM INCLUDES:**

- ✦ Meetings with Vatican leaders
- ✦ A general Papal Audience in St. Peter's Square
- ✦ Tentative private tour of the Sistine Chapel and Vatican Museum
- ✦ Celebrations of the Eucharist and personal reflection exercises
- ✦ A one-day pilgrimage to nearby Assisi, the home of Saints Francis and Clare
- ✦ Formative presentations by CHA staff highlighting:
  - ✦ Responding to the call to lead in Catholic health care
  - ✦ Personal spirituality
  - ✦ Workings of the Holy See
- ✦ A commissioning ceremony for participants

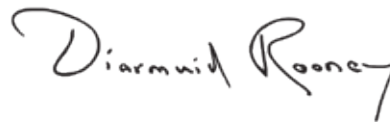
**We recommend that you secure your reservations promptly, as the program is generally limited to 50 participants and tends to reach capacity quickly.** Be sure to read the remainder of this invitation for additional details and share it with all those whom you will be inviting to participate. I hope you will join us for this wonderful experience that connects our ministry to that of the universal Church.

Sincerely,



**Sr. Mary Haddad, RSM**

*President and Chief Executive Officer*



**Diarmuid Rooney, M.S.Psych., M.T.S., D.Soc.Admin**

*Vice President, Sponsorship and Mission Services*

# Tentative Program Highlights

*Program content, presenters and times are approximate and subject to change.*

## SUNDAY, APRIL 14

2:00 P.M. – 9:00 P.M.



**Welcome and Orientation**, for Registered Participants and Registered Guests

**Opening Eucharist**, for Registered Participants and Registered Guests

**Opening Session**, for Registered Participants

**Reception and Dinner**, for Registered Participants and Registered Guests

## MONDAY, APRIL 15

7:00 A.M. – 9:00 P.M.



**Buffet Breakfast**, for Registered Participants and Registered Guests

**Morning Sessions**, for Registered Participants

**Buffet Lunch**, for Registered Participants and Registered Guests

**Afternoon Session**, for Registered Participants

**Off-site Dinner**, for Registered Participants and Registered Guests

## TUESDAY, APRIL 16

6:00 A.M. – 6:00 P.M.



**Assisi Pilgrimage with Boxed Breakfast**, for Registered Participants and Registered Guests

**Lunch and Free Time in Assisi on Your Own**

**Enjoy Dinner and an Evening on Your Own**

## WEDNESDAY, APRIL 17

6:30 A.M. – 9:00 P.M.



**Buffet Breakfast**, for Registered Participants and Registered Guests

**Papal General Audience**, for Registered Participants and Registered Guests

**Enjoy Lunch on Own and Afternoon Free Time** (approx. 11:30 a.m. – 4:00 p.m.)

**Debriefing and Integration Session**, for Registered Participants

**Tentative Private Tour of Sistine Chapel and Parts of the Vatican Museum followed by a light dinner at the museum**, for Registered Participants and Registered Guests

## THURSDAY, APRIL 18

6:30 A.M. – 9:30 P.M.



**Buffet Breakfast**, for Registered Participants and Registered Guests

**Mass at St. Peter's Basilica**, for Registered Participants and Registered Guests

**Meetings with Dicastery Officials**, for Registered Participants

**Enjoy Lunch on Own and Afternoon Free Time** (approx. Noon – 6:00 p.m.)

**Offsite Reception and Dinner**, for Registered Participants and Registered Guests

## FRIDAY, APRIL 19

8:00 A.M. – 1:30 P.M.



**Buffet Breakfast**, for Registered Participants and Registered Guests

**Closing Session**, for Registered Participants

**Prayer Service and Commissioning**, for Registered Participants and Registered Guests

**Closing Luncheon**, for Registered Participants and Registered Guests

**Optional Tours**, for Registered Participants and Registered Guests

### PHYSICAL ACTIVITY RATING GUIDE



#### LEISURELY

Easy pace, little walking and stair climbing.



#### MODERATE

Moderate pace, greater distances covered, walking over uneven surfaces, stair climbing, embarking and disembarking motor coaches.



#### CHALLENGING

Vigorous pace, frequent movement, extensive walking over uneven surfaces, hiking, stair climbing where elevators are not available, embarking and disembarking motor coaches.

*“Extremely well done. It is evident that the entire program is well thought through with a high degree of attention to every detail. I feel very blessed to have been selected to attend. This is a once in a lifetime experience that I will always treasure.”*

– PAST PARTICIPANT











EXPERIENCE THE  
BROADER, WORLDWIDE  
PERSPECTIVE OF OUR  
HEALTH CARE  
MINISTRY.



# REGISTRATION FEES AND PROCESS

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## Program Costs for Participants and Guests

### PARTICIPANTS:

For participants, the cost of this program is \$9,750.

#### The complete package for participants includes:

- ✦ Seven nights at the Westin Excelsior - April 13, 14, 15, 16, 17, 18, 19. The stay includes an American buffet breakfast, service charges and taxes
- ✦ Seven breakfasts, two lunches and four dinners
- ✦ Motor coach transportation in Rome, dicastery visits, papal audience and St. Peter's Basilica
- ✦ Motor coach transportation to/from Assisi
- ✦ Transportation to/from airport or train station
- ✦ All workshop materials

### REGISTERED GUESTS:

The cost for a registered guest rooming with a participant is \$2,750. If a registered guest requires their own room, there will be an additional charge.

#### The package for a registered guest includes:

- ✦ Seven breakfasts, two lunches and four dinners
- ✦ Motor coach transportation in Rome to papal audience and St. Peter's Basilica
- ✦ Motor coach transportation to/from Assisi
- ✦ Transportation to/from airport or train station

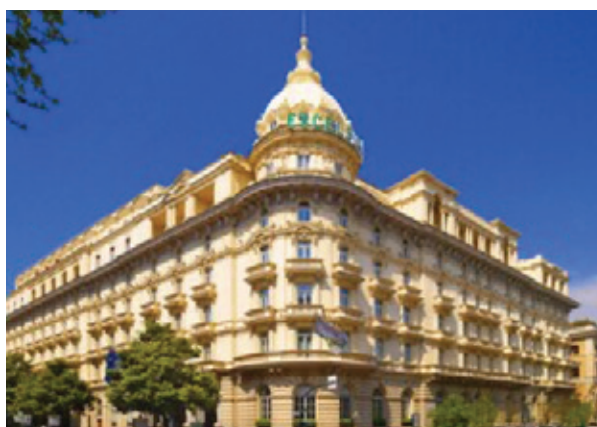
**Please Note:** Should you select to travel with a guest, and not register him or her, your guest will be on his or her own. This includes getting themselves to/from the airport and all meals. Your guest will not be registered to attend off-site events (i.e., papal audience, Sistine Chapel, St. Peter's Basilica, day in Assisi).

### CANCELLATION FROM THE PROGRAM

CHA is required to pre-pay all program costs by March 8, 2024. As a result, no refunds will be offered for any program cancellations made after March 9. There is no cost to send a substitute. Please contact Brenda Hudson at (314) 253-3434 to register a substitute.

### CANCELLATION OF SLEEP ROOMS

Many participants choose to arrive early or depart several days after the program. CHA is happy to make reservations for additional nights of stay at the program hotel. However, once those reservations are made, should you need to make any modifications, please do so on/before March 8, 2023. Any rooms that are cancelled after March 9 will be charged to the registrant at the CHA contracted room rate. CHA will bill the registrant directly for these cancelled room nights approximately six weeks after the program concludes.





## 2024 Reservation Process for Participants and Registered Guests

Reservations are now being accepted for the 2024 program. To reserve space please contact Brenda Hudson, Executive Assistant, Mission, (314) 253-3434 or [bhudson@chausa.org](mailto:bhudson@chausa.org).

### IMPORTANT RESERVATION NOTICES:

- ✦ Space is limited to approximately 50 participants, on a first-come, first-served basis.
- ✦ Once the 50 spots have been filled, CHA will compile a waitlist.
- ✦ Each ministry is limited to reserving space for six participants. If a ministry would like to send more than six participants, any additional participants will be placed on the waitlist. If space permits, those on the waitlist will be contacted.
- ✦ Due to the popularity of this program, we suggest you reserve space as soon as possible.

### PLEASE HAVE THE FOLLOWING INFORMATION AVAILABLE WHEN YOU CONTACT BRENDA:

- ✦ Coordinator - Name and contact information of the person from your system who will coordinate the details for all registered participants and registered guests.
- ✦ The number of spots the system would like to hold for participants in the program and the number of expected guests.

In early October, the coordinators will receive an email with a link to register participants and guests for the program through the CHA website.

### IMPORTANT PASSPORT INFORMATION

For those who do not yet have a passport or need to renew — registered participants and guests — please note that there is a 10 – 12 week wait for application and receipt.

Please note: Your passport must be valid for at least three months beyond your planned return date from The European Union.

Starting in 2024, the European Union will require incoming foreigners to fill out an online application before they enter Italy. Travelers will need to apply through the ETIAS process (European Travel Information and Authorization System) online and pay a small fee. Once the application is approved, the ETIAS application number will be linked to your passport.

Though not required, we encourage participants to enroll your trip in STEP (Smart Traveler Enrollment Program) with the U.S. State Department prior to travel. If you enroll in STEP you will receive important information from the Embassy about any safety conditions in your destination and help the U.S. Embassy contact you in an emergency. Visit this website to enroll - <https://step.state.gov/>

Complete program information is available at:  
**[www.chausa.org/romeprogram](http://www.chausa.org/romeprogram)**





# WHAT TO EXPECT AFTER RESERVATION

## October 2023

### + Registration for Participants and Guests

CHA will email the system coordinator a link to register participants and guests for the program through the CHA website. This registration can be completed by the contact person or the participant. This registration is due by November 3, 2023.

### + Registration information includes:

- + Participant name, preferred name for badge, title in health care, system or facility name and city/state/zip, personal email and mailing address for pre-program materials
- + Guest(s) name and preferred name for badge and if the guest is rooming with a participant or requires a separate room

## January 2024

### + Registration Fees Invoices Mailed

In mid-January, CHA will mail each contact person an invoice. It will include a listing of all attendees - participants and registered guests - and the payment amounts for each individual. Payment should be received by March 8.

### + Request for Participant Information

Participants will receive an email asking them to submit their itinerary information. This is needed to schedule transportation to and from the airport.

### + Additional Information Required

CHA will email system coordinators and participants to request the following information:

- + A (head and shoulders) photo (jpeg) of each participant and registered guest
- + Hotel check-in and check-out dates
- + Participants will receive information about optional tour opportunities. Reservations are due by January 29.

## February 2024

- + Participant and registered guest photos, hotel check-in/out dates and travel itineraries due on February 21.

## March 2024

### + Program Materials Available

CHA will mail hard copies and provide access to electronic program materials on March 1, 2024.

### + Webinar: Know Before You Go MARCH 14, 2024, 1:00 – 2:15 P.M. ET

This webinar will offer information about the program that will help all attending better understand and prepare for the week of activities. It is very important that everyone who is traveling to Rome attend.

### + Participant Confirmation

Participants will receive an email to confirm their check-in/out dates as well as their travel itinerary mid-March.

*For additional information about the program or travel, please contact CHA at [rome@chausa.org](mailto:rome@chausa.org). You may also reach Brenda Hudson, CHA executive assistant at 314.253.3434.*



# LOGISTICS

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## Hotel

The 2024 program will be hosted at

**The Westin Excelsior, Rome.**

### The hotel is:

- ✦ Rich in history and located on one of the most celebrated and talked about streets of Rome
- ✦ Close to Rome's main attractions: the legendary Via Veneto, nestled between the Spanish Steps and the Borghese Gardens Gallery

A CHA master account has been established to cover room and tax for the nights of April 13, 14, 15, 16, 17, 18, 19. You will be responsible for any additional nights and all incidentals, which must be settled upon checkout.

### THE WESTIN EXCELSIOR, ROME

Via Vittorio Veneto 125

Rome, 00187 Italy

Phone: +39 06 47081

Fax: +39 06 482 6205

Toll-free: +39 06 4708 ext.= 7911

**westinrome.com**

## Airport Transportation

In order to arrange airport transportation, we must have your itinerary showing airline(s), flight numbers, and arrival and departure dates and times. Please submit this itinerary using the online form that will be emailed to you in January.

A representative of Fourth Dimension Italy, our destination management company, will meet you at Rome's Fiumicino Airport. You will then be transported to the Westin Excelsior.

Should your flight be delayed or changed after March 27, you will need to contact Fourth Dimension Italy directly. Their phone number will be included in the final confirmation email sent the week of March 25, 2024.

## Pre- or Post-program Travel Needs

Should you require pre- or post-program travel support, contact Travelink, a Virtuoso Member Agency. They offer a wide selection of vacation packages and experienced leisure travel specialists who are trained to help you plan a trip best suited to your taste and budget.

We encourage you to contact this service before you start your travel to Italy.

### For pre- or post-program travel, contact:

#### TRACI CONWAY

traci.conway@travelink.com

(800) 851-8233 ext. 2456

The hours of operation are 9:30 a.m. to 7:00 p.m. ET, Monday through Friday. There are processing fees involved with travel planning, and fees will be disclosed at the beginning of your conversation. Travelink, a Virtuoso Member Agency can also assist any credit card holder.

## Air Travel

For air travel only, please call CHA's travel provider, American Express, at (314) 253-3442, or email your request to [us.biztravel@amexgbt.com](mailto:us.biztravel@amexgbt.com) and identify yourself as a CHA Ecclesiology participant. Participants are responsible for all air travel. For any additional travel questions or information, contact:

#### DEE WALSH

Meeting Planner

(314) 253-3439

[dwalsh@chausa.org](mailto:dwalsh@chausa.org)





4455 Woodson Road  
St. Louis, Missouri 63134



**Washington Office**

1625 Eye Street NW, Ste. 550  
Washington, DC 20006  
(202) 296-3993

**St. Louis Office**

4455 Woodson Road  
St. Louis, MO 63134  
(314) 427-2500

## REGISTRATION IS NOW OPEN!

# Ecclesiology and Spiritual Renewal Program for Health Care Leaders

**APRIL 14 – 19, 2024**

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