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## **THE CATHOLIC ASSOCIATION** **ANNUAL PILGRIMAGE TO LOURDES 2010** **INFORMATION SHEET AND APPLICATION FORM**

This information sheet and application form is for those who are planning to volunteer as helpers on the 2010 Catholic Association (CA) pilgrimage to Lourdes on **20-27 August 2010**.

This form is for most volunteer helpers. However, if you are a qualified **doctor** or qualified UK registered **nurse** and wish to volunteer, or if you are aged 17-25 and would like to join the Young Helpers' Group, please contact:

<b>DOCTORS</b>	<b>NURSES</b>	<b>YOUNG HELPERS' GROUP</b>
Dr Adam Farmer 14 The Garthlands Scholar's Gate Stafford ST17 9ZP  A.farmer@catholicassociation.co.uk	Sue Woodford 15 Plumian Way Balsham Cambridgeshire CB21 4EG  chief_nurse@catholicassociation.co.uk	Tina Walker 444 Aureole Walk Studlands Park Newmarket Suffolk CB8 7BD  01638 560071  ca_youth@hotmail.com

### **Background information**

The CA pilgrimage to Lourdes is made up of pilgrims from the Dioceses of Clifton, East Anglia, Northampton, Portsmouth and Southwark, as well as those from Stonyhurst College and the Carmelites, although the CA co-ordinates all volunteer helpers centrally.

There are usually about 150 adults who come on the CA's pilgrimage who need care or assistance: our **Assisted Pilgrims**, or APs. Some APs, if accompanied by a relative, spouse or carer, choose to stay in a hotel in Lourdes and receive basic support from **volunteer helpers**. This usually takes the form of wheelchair assistance moving about the town and to services. Many of our APs, however, stay in the **Accueil**, a residential facility where APs receive full-time care from volunteer helpers who work in teams.

Each AP staying in the Accueil has different needs and the support each AP receives from volunteer helpers therefore varies from straightforward companionship to full assistance with washing and dressing. Any medical and specialised physical care needed by the APs is provided by the qualified doctors and nurses who form an integral part of our pilgrimage, but the majority of our volunteer helpers are not medical professionals. We have some volunteer helpers who come on the CA pilgrimage year after year, but we have other volunteer helpers who are on their first

pilgrimage. **All are welcome** and all have an important contribution to make to the community that we form during our pilgrimage week.

**Anyone aged 17 and over may volunteer as a helper**, subject to suitable references being received and the successful completion of the relevant CRB checks. There is a range of duties volunteer helpers undertake which enables people of all ages, capabilities and experience to volunteer and we are always looking for new volunteer helpers. There are limited **childcare arrangements** in place for the children of volunteer helpers: please see the notes below.

The work volunteer helpers undertake generally falls into the following categories:

- **Rolling** - helping people to move from the Accueil or hotels to the services of the pilgrimage or to shops, cafes etc. Usually this involves pushing wheelchairs.
- **Accueil Care** - assisting the nurses with the care of the guests in the Accueil e.g. helping them to wash and dress, making beds, cleaning their rooms and bathrooms and providing companionship.
- **Other Accueil duties** – which include helping in the Dining Room (although not cooking) and the vital job of ensuring that there is a steady supply of tea and coffee.
- **Piscines** – recommended for experienced volunteer helpers only. This may be combined part-time with other duties in some circumstances.
- **Music Group** – it is possible to combine this with other duties.
- **Marshalling** - directing processions. Those who undertake this duty are usually very experienced helpers who know Lourdes well.

**Male volunteer helpers are called “brancardiers”** (meaning “stretcher-bearers”) and the **female volunteer helpers are called “handmaids”**. Most volunteer helpers will work in mixed teams of handmaids and brancardiers undertaking a combination of Accueil Care and Rolling duties and we recommend that most first time volunteer helpers select this as their preferred duty, as it gives the best overview of the work that is undertaken in Lourdes.

Most volunteer helpers travel and book their accommodation via Tangney Tours, but some chose to travel and book their accommodation independently. Please note that we need as many helpers (particularly experienced helpers) as possible on the main Tangney pilgrimage flights, as this is how the majority of our APs travel. The pilgrimage starts as soon as we take over the responsibility for their care and well-being at the airport, so please do consider whether you may be able to travel with the main pilgrimage flight. The CA will be able to offer limited financial assistance to some appropriate experienced helpers, so please do contact either Rupert or Anna if you would like to discuss this further.

If you are travelling or booking your accommodation independently, please remember that you need to send us a **cheque for the CA levy in the sum of £25** with your application form to enable us to process your application. Those travelling with Tangney Tours will have this levy added automatically into the cost of their booking and do not need to send us an additional cheque.

**To volunteer as a handmaid or brancardier, please complete the attached form and send it as soon as possible and by no later than 21 June 2010 to:**

Anna Jackson  
5c Severus Road  
London  
SW11 1PL

The information that you give us on the application form will allow us to allocate to you the most appropriate duty, but we encourage you to express your preference for the sort of work you would like to do and to specify if you would prefer a limited time commitment. Please also consider your own well-being before volunteering: the Lourdes pilgrimage week is hugely enjoyable, but can also be very tiring and it may be that you enjoy the experience more if you do not have a formal duty.

### **Preparation sessions and evening social**

These will be taking place for both experienced and new helpers on **Saturday 26 June 2010 in the parish hall of English Martyrs Church, 142 Rodney Road, Walworth, London, SE17 1RA.** Please put this date in your diaries now.

**The session for experienced helpers will take place from 11am to 1pm.** We ask that as many of you as possible come to this and we will be asking a few of you to help run the afternoon session for new helpers.

It is compulsory for ALL new volunteer helpers to attend the afternoon session, which will run from 2pm - 5.30pm. The session will provide information about the work involved and the wider pilgrimage and enable you to meet other helpers and organisers. We also try to complete CRB Application Forms at this time.

Please then join us from 6pm in the evening to meet each other and catch up informally over some refreshments.

Notes:

1. If you **want to volunteer as a full-time singer/musician**, please send your form to the Co-Director of Music: Mrs Judy Ball, 8 Farrow Road, Norwich, Norfolk, NR5 8AH.
2. If you are volunteering as a helper and bringing children (aged 0-16) with you to Lourdes and would like them to be part of the **Helpers' Children's Programme (HCP)**, a childcare programme staffed by volunteers with appropriate qualifications, please complete this form to volunteer as a helper **and** also contact the HCP co-ordinator directly: Catholic Association HCP, 5 Kingslee Court, 17 Worcester Road, Sutton, Surrey, SM2 6PH. Email: [hcp@catholicassociation.co.uk](mailto:hcp@catholicassociation.co.uk). Telephone: 020 8770 0214. **N.B. Families must be registered with the Helpers' Children's Programme by 31 May 2010.**

**APPLICATION FORM FOR VOLUNTEER HELPERS FOR THE  
CATHOLIC ASSOCIATION ANNUAL PILGRIMAGE TO LOURDES  
2010**

Please return this form to Anna Jackson, 5c Severus Road, London, SW11 1PL **as soon as possible and by no later than 21 June 2010.**

Please staple a passport-sized photo in the box provided even if you have been coming with the pilgrimage for years - it helps us to identify the forms quickly and makes our lives so much easier!

The form must be completed by the actual volunteer, unless he or she is currently abroad and not returning to the UK until after 21 June 2010, in which case completion of this form by a close relative is acceptable.

**PLEASE  
ATTACH  
PHOTO**

**1. Personal Details**

**Full name** ..... **Male/Female**.....

**DOB**..... **Nationality**.....

**Address (including postcode)**

.....  
.....  
.....

**Telephone number(s)**.....

**Email**.....

*We will use email wherever possible to communicate – please print clearly and double check*

**Occupation / education stage**

.....

**Diocese or other group affiliation**

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**2. Travel and Accommodation**

When, how and at what times will you be arriving in and departing from Lourdes?

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Please provide details of your intended accommodation arrangements, including the names of anyone you intend to share accommodation with (if known) and with whom you wish to be on the same shift.

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**3. Music**

Would you like to be involved as a musician or singer on a part-time basis?

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Instrument/voice?

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**4. Previous Experience**

Do you have previous experience of working in Lourdes or care experience with adults/adults with special needs or any other relevant skills? Please give details.

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**5. Preparation Day**

**NEW HELPERS: please confirm that you will be attending the preparation session on Saturday 26 June 2010 at 2pm. Please note this session is compulsory and provide details if your absence will be unavoidable.**

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**EXPERIENCED HELPERS: will you be attending the preparation session on Saturday 26 June 2010 at 11am? Would you be prepared to assist at the afternoon session for new helpers?**

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**6. Duties**

Please circle your **preferred duty**:

Mixed (Accueil Care & Rolling)/ Accueil Care/ Dining Room/ Kitchen/  
Marshalling./Piscines/ Other (please specify) .....

Experienced helpers – would you be prepared to be a Team Leader/Deputy?

.....

**7. Uniforms** (circle as applicable)

**Male polo shirt size:** Small Medium Large Extra-Large I have my own polo shirt

**Female uniform size:** 8 10 12 14 16 18 20 22 24 26 28 I have my own

**8. Next of Kin**

**Name** .....

**Telephone Number**.....

**Relationship**.....

**9. Reference**

We need a reference for all volunteer helpers who are **new or who have not accompanied the CA pilgrimage in the past three years (since 2007)**. If this applies to you, please provide details below of someone who knows you well and can give a personal reference. The referee should not be a relative, but may be an established CA volunteer. **We prefer to do this by email wherever possible.**

**Name**.....

**Telephone Number**.....

**Address (including postcode)**

.....  
.....  
.....

**Email** .....

**How long have you known the referee?**

.....

**In what capacity (eg teacher, work colleague etc)?**

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***As a volunteer with the CA you will be responsible for the care of vulnerable adults. Therefore, please give details of any criminal convictions, cautions, or pending criminal proceedings on a separate sheet. This information will be treated in strictest confidence and may well not have any bearing on your suitability to work with the pilgrimage. Please also disclose whether you are the subject of any investigation and/or disciplinary proceedings by a professional body or employer.***

Please give us any further information that you think may be relevant on an attached sheet.

**10. Declaration by all volunteer helpers**

I declare that all the details given on this form are correct on the date given below. I undertake to provide my Head of Service within the Catholic Association with any further relevant information and to notify them of any changes prior to the departure of the pilgrimage.

Signature.....

Date.....

***Independent travellers: have you attached your CA levy cheque???***