

THE CATHOLIC ASSOCIATION **ANNUAL PILGRIMAGE TO LOURDES 2009** **INFORMATION SHEET AND APPLICATION FORM**

This information sheet and application form is for those who are planning to volunteer as helpers on the 2009 Catholic Association (CA) pilgrimage to Lourdes on **21-28 August 2009**. If you are a qualified **Doctor** or qualified UK registered **Nurse** and wish to volunteer, please do not complete this form but write directly to Dr Adam Farmer or Sue Woodford, who are the pilgrimage's Chief Doctor and Chief Nurse, at the addresses set out below. Similarly, if you are aged 17-25 you should consider joining the Young Helpers' Group. Please contact the leader of this group directly: Ms Tina Walker, 444 Aureole Walk, Studlands Park, Newmarket, Suffolk, CB8 7BD, ca_youth@hotmail.com.

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. (*Experienced helpers: please note that this year we are switching from the Accueil Notre Dame to the Accueil St Frai.*)

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.

All volunteer helpers need to complete and return the enclosed form to the relevant person overleaf, **including those who have volunteered as helpers on the CA pilgrimage before**. The organisers of the pilgrimage are volunteers themselves and so, as all the planning has to be done in limited spare time, your forms need to be returned as early as possible and by **no later than 20 June 2009**. 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.

We will be holding a **preparation day on 11 July 2009 in London for ALL volunteer helpers**. Please make a note of this date and keep the day free and we will send further details in due course. The day 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. Those members of the full time Music Group who will not be undertaking any other duties in Lourdes are also hoping to rehearse that day. **Experienced helpers should please note** that we are only holding one preparation day this year and will hold the **usual experienced team discussion** in the morning, with new helpers joining in the afternoon. There will be an evening **social event** afterwards for those who are able to stay.

To volunteer, please complete the attached form and send it to the correct Head of Service below AS SOON AS POSSIBLE and no later than 20 June 2009

Doctors

Dr Adam Farmer
8b Crawford Road
Wolverhampton
WV3 9QU

Nurses

Mrs Sue Woodford
15, Plumian Way
Balsham
Cambridge
CB21 4EG

Handmaids & Brancardiers

Mr Rupert Bell
13, Battersea Church Road
London
SW11 3LY

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. Telephone: 020 8770 0214. **N.B. Families must be registered with the Helpers’ Children’s Programme by 31 May 2009.**

APPLICATION FORM FOR VOLUNTEER HELPERS FOR THE CATHOLIC ASSOCIATION ANNUAL PILGRIMAGE TO LOURDES 2009

Incorporating the Dioceses of Clifton, East Anglia, Northampton, Portsmouth, Southwark and the Stonyhurst and Carmelite groups.

Please return this form to the appropriate person as indicated on the information sheet **as soon as possible and by no later than 20 June 2009. Please staple a passport-sized photo in the box provided.** We recommend that you keep a copy of the form for yourself. The form must be completed by the actual volunteer, unless he or she is currently abroad and not returning to the UK until after 20 June 2009, in which case completion of this form by a close relative is acceptable.

Full Name.....Male/Female.....

Address.....

Postcode.....Telephone number(s).....

We will use email wherever possible to communicate –

please print clearly and double check

Email.....

Date of Birth.....Nationality.....

Occupation / education stage

Diocese or other group affiliation.....

Travel and Accommodation

Please provide as much detail of your intended travel arrangements as possible, indicating if you intend to travel with Tangney Tours or independently.

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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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Music

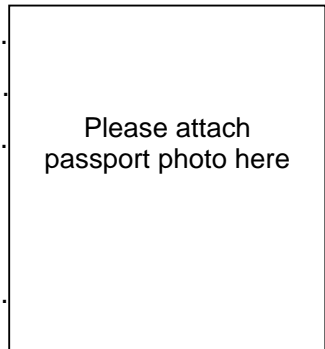
Would you like to be involved as a musician or singer on a part-time basis?.....

Instrument/voice.....

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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Duties

Please indicate your **preferred duty**:

Mixed (Acceuil Care & Rolling) Accueil Care Dining-Room Kitchen
Marshalling Piscines Other (please specify)

Experienced helpers – would you consider working (part-time) in the Piscines?.....

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

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

Female volunteer helpers: please state your height if you are shorter than 5'2" (1.57m) or taller than 5'6" (1.68m).....

Next of Kin

NameTelephone number.....

Relationship.....

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 2006)**.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.....

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Postcode.....Email

How long have you known the referee?

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

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.

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.....