



Chief Brancardier: Richard Hargreaves, The Old Coach House, The Whins, Sabden, Lancashire, BB7 9HP
Tel: 07951 703295 Email: chief_brancardier@catholicassociation.co.uk

Chief Handmaid: Ciara Jackson, 30 Westcoombe Avenue, West Wimbledon, SW20 0RQ
Tel: 07850 060075 Email: chief_handmaid@catholicassociation.co.uk

www.catholicassociation.co.uk

CATHOLIC ASSOCIATION **ANNUAL PILGRIMAGE TO LOURDES 2017** **INFORMATION SHEET AND REGISTRATION FORM**

This information sheet and registration form is for those who are planning to volunteer as helpers on the 2017 Catholic Association (CA) pilgrimage to Lourdes on **18 - 25 August 2017**.

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

DOCTORS	NURSES	YOUNG HELPERS' GROUP
Dr Nuala Mellows Chief Doctor Keepers Cottage Wick Hill Lane Finchampstead Berkshire RG40 3PY chief_doctor@catholicassociation.co.uk	Mrs Theresa Mahon Chief Nurse 424a, Finchampstead Road, Finchampstead, WOKINGHAM, Berkshire RG40 3RB chief_nurse@catholicassociation.co.uk	John Toryusen Southwark Catholic Youth Service St Vincent's Centre Castle Road Whitstable Kent CT5 2ED young_helpers@catholicassociation.co.uk

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 British Province of Carmelites. The CA Pilgrimage co-ordinates all volunteer helpers centrally.

There are usually about 150 adults who come on the CA 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 DBS 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** . caring for 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 (not cooking, but serving food and assisting APs with eating where necessary), the vital job of working in the kitchen to serve drinks to our APs, helping in the laundry, and working on the Accueil cleaning team.
- **Ceremonies** - working in each of the services. Those who undertake this duty are usually very experienced helpers who know Lourdes well, but all are welcomed to this duty.
- **Marshalling** - directing processions and other areas. Those who undertake this duty are usually very experienced helpers who know Lourdes well, but all are welcomed to this duty.
- **Hotels** – working in the hotels team managing the service to our hotel APs.
- **Piscines** . recommended for experienced volunteer helpers only. This may be combined part-time with other duties in some circumstances, but we are also looking for full-time helpers (male and female). This is an important service we offer as a Pilgrimage.
- **HCP** . working with the Helpers' Children's Programme. They have a preference for people who have come with the CA as a helper at least once before and who have experience of childcare/teaching/youth groups.
- **Music Group** . providing music at our masses and services. It is possible to combine this with other duties.

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 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 choose 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 may be able to offer limited financial assistance to some appropriate experienced helpers, so please do contact either Richard or Ciara if you would like to discuss this further.

If you are travelling or booking your accommodation independently, you must inform Richard and Ciara of your travel arrangements where indicated on the registration form, so that teams and rotas can be prepared accordingly. Please remember that you need to send us a **cheque for the CA levy in the sum of £30** with your registration form to enable us to process your registration. Those travelling with Tangney Tours or staying in a Tangney Tours hotel, will have this levy included automatically into the cost of their booking and do not need to send us an additional cheque.

To volunteer as a brancardier or handmaid, please complete the attached form and send it as soon as possible and by no later than 1 June 2017 to:

Mrs Ciara Jackson, Chief Handmaid, 30 Westcoombe Avenue, West Wimbledon, SW20 0RQ.

The information that you give us on the registration 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. We will take preferences into account; however, we cannot guarantee that you will be allocated to your preferred duty as we have to allocate teams so as to provide the appropriate level of care to

our APS. 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.

PLEASE NOTE THAT WE CANNOT GUARANTEE THAT WE WILL BE ABLE TO ACCEPT YOUR REGISTRATION IF IT IS RECEIVED AFTER 1 JUNE 2017

Preparation sessions

It is compulsory for ALL new helpers and those who have not accompanied the CA pilgrimage in the past three years (i.e. last pilgrimage was in 2013) to attend the preparation days – either the Northern or Southern Prep Days. 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 DBS (formerly CRB) registration forms at this time.

Northern Prep Day

The Northern Prep Day at **Stonyhurst College** is for those volunteer helpers in the north of England. It will be taking place on **Sunday 7 May**. It is compulsory for all new helpers and those who have not accompanied the CA pilgrimage in the past three years (i.e. last pilgrimage was in 2013) and who live in the north of England to attend the preparation day. The Stonyhurst Lourdes Pilgrimage Trust kindly hosts the day and provides lunch for all attendees. Please indicate on the registration form should you wish to attend this day.

Southern Prep Day

This will be taking place on **Saturday 8 July in the Lower Hall of Sacred Heart, Edge Hill, Wimbledon**. It is compulsory for all new helpers and those who have not accompanied the CA pilgrimage in the past three years (i.e. last pilgrimage was in 2013) and who are not attending the Northern Prep Day to attend this session. Please put this date in your diaries now. There will be an opportunity for you to ask further questions and to fill in your DBS (formerly CRB) application forms.

Experienced helpers (i.e. those who have volunteered on at least two occasions and within the last three years) **are not required to attend a preparation day**. However, we will be asking a few of you to help run the session for new helpers, so please watch out for an invitation. Please add the date to your diary too. We will be in contact in May with further details.

Notes:

1. If you **want to volunteer as a full-time singer/musician**, please contact the Director of Music: Ms Catherine Christmas on: music@catholicassociation.co.uk
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-ordinators 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 1 June 2017.
3. All volunteers must have a recent Disclosure and Barring Service check (formerly CRB check). This check is free of charge and the application form will be completed at the Preparation Day, so you must bring all the relevant information and ID documents as specified here: <http://tinyurl.com/pt2xbtq>. You do not need a new check if either of the following applies: (1) You have a CRB or DBS check certificate for work with the Catholic Association dated later than 30 August 2013. If you think this applies to you, but cannot find the certificate, please email s.vile@catholicassociation.co.uk to check the records. (2) You have completed a DBS check for work with both children and adults since June 2013 with any employer or voluntary organisation, **AND** you registered that check under the new DBS Update Service. In this case you must provide a legible photocopy of the whole DBS certificate with this form. An authorised representative of the CA will then check your details online with the DBS, to verify if that previous certificate is still valid, providing you add your signature below. We need a copy of the DBS certificate, but not your registration number. More information is available here: <http://tinyurl.com/q7qz8xl>

8. 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 (i.e. last pilgrimage was 2013)**. 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.

Name

Telephone Number

Email

We will use email to communicate – please print clearly and double check. If your referee does not have an email address, please write his or her home address on the back of this form.

How long have you known the referee and in what capacity (e.g. 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 the 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.

9. 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. In applying to be a volunteer helper and signing this form, I consent to the Catholic Association processing my personal and sensitive personal data (as defined in the Data Protection Act 1998) for its legal, administrative and management requirements.

Signature

Date

Please see note 3 above. I hereby authorise the Catholic Association to carry out a Status Check on my DBS Certificate:

Signature Date

INDEPENDENT TRAVELLERS: PLEASE MAKE SURE YOU HAVE ENCLOSED YOUR CA LEVY CHEQUE FOR £30