



# Group Leader Formation

WYD Training Day 2 – Oct 07





# welcome

## Presenters

- Malcolm Hart

Evangelisation and Catechesis Working Group (Chair)

Participation in Sydney Working Group

Archdiocesan WYD Preparatory Committee

QLD Pilgrimage Coordinator 2000, 2002, 2005



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# welcome

## Program Outline

- Being a Group Leader
- Registration & Medical Forms
- Packaging your pilgrimage
- Managing Information
- Coordinating the Team

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# Being a Group Leader

## Pilgrimage Group Leader

Will be the group contact for WYD SYD Office & WYD BRIS Secretariat and will provide overall coordination of the pilgrimage including:

- Planning & management of the Pilgrimage in the lead up to WYD Sydney and while in Sydney
- Registration, Accommodation, Transport
- Preparation of Pilgrims (both logistical and spiritual)

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# Being a Group Leader

## A Position of Service

- All knowing and all seeing
- You are at the service of your group
- Be prepared
- Participate at every opportunity
- Take care of your self

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# Registration and Medical Form

## WYD Registration

- Outline has already been given
- A lot of information collected
- What and How do you use this?

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# Registration and Medical Forms

## Personal and Medical Forms

- Key Pilgrim Information
  - Personal Contact details
  - Medical needs
  - Dietary needs
  - Emergency Contact details
  - Pilgrim Contract

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# Registration and Medical Forms

## Possible Medical Questions

- Is the participant under regular medical treatment from a doctor? YES / NO - If YES for what condition.
- Please indicate any illnesses/disability that the participant experiences of which the organisers should be aware (e.g. asthma, mental illness, depression, physical disability, etc)
- Does the participant have any special needs that organisers need to be aware of?
- Does the participant need to take any medication for a medical condition? YES / NO – What?
- Please indicate any allergies:
- Please indicate special dietary needs:
- Is the participant a capable swimmer? YES / NO





# Registration and Medical Forms

## Possible Medical Questions

- Medicare Card Number:
- Any additional health benefits:      Table or Number:
- Last tetanus immunisation:
- Name of Family Doctor:      Address:      Phone:
- Emergency Contact:      Address:      Phone H) W) M)





# Registration and Medical Forms

## **Pilgrim Contract**      *(signed by the pilgrim)*

I agree to abide by the *Code of Behaviour* of the 'Parish/School WYD Pilgrimage' and to participate in all aspects of the pilgrimage. I understand that a breach in these rules and guidelines may result in the my removal from the pilgrimage.

### **Pilgrim Code of Behaviour**

In undertaking this pilgrimage, I agree to the following code of behaviour, including but not limited to:

- acting in a manner that will bring respect to myself and those I represent
- respecting the practices and customs of any international pilgrims I meet
- abiding by the reasonable requests of pilgrimage leaders
- respecting other pilgrims and their property
- refraining from drunkenness and using illegal substances
- refraining from inappropriate sexual behaviour (*including verbal and physical harassment*)
- refraining from violent and threatening behaviour

**SIGNED:** \_\_\_\_\_

**DATE:**     /     / 2008





# Registration and Medical Forms

## How to Collect Information

- Possible Process
  - Pilgrim Registers on the WYD Site
  - Group Leader sends out Local Rego Form
- Things to Consider
  - Double up of information
  - Form size *suggest A4 front & back*





# Packaging your Pilgrimage

## Costs and incidentals

- Estimate your cost
- Don't keep asking pilgrims for money
- Have a cash flow for WYD
- Discuss possible emergency costs with Parish/School

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# Packaging your Pilgrimage

## Costs and incidentals

- WYD Registration \$395 or \$335
- Travel \$???
- Other
  - Admin Photocopies, phone calls
  - Preparation Site visit
  - Equipment leaders kits, merchandise, banners
  - Incidentals Phone calls, taxis, first aid
  - Thank you gifts, dinners





# Packaging your Pilgrimage

## Costs and incidentals

- Estimate your extras
- Divide across your pilgrimage group
- Pass on nominal costs to pilgrims eg \$20 - \$50
- Give pilgrims something in return if possible – shirt, prayer book, journal

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# Packaging your Pilgrimage

## How to Collect Information

- Possible Process
  - Pilgrim Registers on the WYD Site
  - Group Leader sends out Local Rego Form
  - Return Form with Pilgrimage Fees / Deposit
- Things to Consider
  - Double up of information
  - Payment methods *individual or group?*
  - Form size *suggest A4 front & back*





# in case of Emergency

## Incidents

- Have access to your pilgrim information
- Communicate any incidents with the Pilgrimage Team
- Adapt Supervision structures
- Pastorally care for group
  
- *more in March 2008*





# Managing information

## Communication

- Pilgrims
  - Gather Pilgrim regularly
  - Keep updated on latest news
  - Keep the focus and momentum
- Community
  - Regular updates & reminders
  - Ask for support (*prayer & fundraising*)
  - Offer assistance





# Team Coordination

## Working with the Leadership Team

- Meet regularly
- Keep everyone informed of latest information and developments
- Appreciate each roles needs and requirements
- Socialise
- Pray together

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# Team Coordination

## Building Relationships

- Be yourself      *young people have good crap detectors!*
- Be open      *share yourself with your pilgrims*
- Be an example      *example to behaviours and practices you are want to share*
- Be present      *invest time in getting to know your pilgrims*

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# Where to from here

## Tasks

- Meet with your Pilgrimage Leadership Team to discuss roles
- Begin connecting with or gathering your pilgrims
- Begin to collect Information

## Resources

- Pilgrimage Procedures and Forms ([www.wydbrisbane.org.au](http://www.wydbrisbane.org.au))
- Spirited: prayers for young people
- Archdiocesan Preparation kit
- Activ8 the Parish – Part 1
- Holy Fathers Message for WYD08





# Training Day 3 – March 08

## Outline

- **Emergency Planning**
  - Critical incidents
  - Procedures & response
- **Contingency Planning**
  - What if...
  - What do I need to know
  - Resources on hand
- **Group Movements**
  - Travelling together
  - Supervision
- **Debrief**
  - Taking time to reflect
  - Taking time to share
  - Taking time to thank





## Further Questions

# Questions

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# Spiritual Leader Formation

WYD Training Day 2 – Oct 07



**“You will receive  
power when the  
Holy Spirit has  
come upon you;  
and you will be  
my witnesses”**

[Acts 1:8]