

Co-ordinator (2 years)

- Vision for pilgrimage for particular year
- Ensure team understand responsibilities
- Monitor progress and support team as appropriate
- Pray for pilgrimage
- Facilitate communication
- Handle unexpected events
- Make appropriate high level contacts
- Lead Pilgrimage
- Chair Meetings
- Ensure relevant docs and plans are in place
- Succession planning

Deputy-Coordinator (2 years, 1 year either end of Coordinator role)

- 4 year cycle, 1 year shadowing learning from then coordinator, 2 years as coordinator with emphasis of finding new deputy for 2nd year in this role, then support the next coordinator in the 4th year.

Accommodation Officer

- Liaise with chief route planner over route and preferred stops
- Find and book halls large enough with appropriate kitchen, washing and parking facilities
- Target completion before Christmas
- Finalise details and prepare support team files (May/Before June meeting)
- Keep team continually informed of progress and problems.

Chief Route Planner

- Gather route options and make them publically available for voting. Present voting results to AGM and present all ideas so a decision can be made.
- Prepare and refine route outline – Liaise with accommodation officer
- Seek Volunteers for day planners and allocate days to suit people's preferences.
- Coordinate day plans as they are delivered
- Pass church information to the church liaison officers
- Measure route and calculate timings
- Prepare route cards
- Confirm timings with pubs
- Keep team informed throughout

Church Liaison Officer

- Make contact with key churches/cathedrals etc.
- Contact churches as soon as information known
- Feedback to Chief Route Planner
- Confirm timings and details with churches

- Ensure balance of worship
- Create schedule of stops and contact details
- Most intensive work load in April-June
- Manage people for prayer stops on the Pilgrimage (Can be done by a different person)

Bookings Secretary

- From February, receive and log bookings
- Liaise with accommodation officer over hall capacities
- Record and bank money
- Handle medical forms, confirmation of bookings and chase balance payments
- Pass information to database manager
- Provide numbers for Caterer

Chaplains

- Development of theme – bring materials with them
- Advise on liturgical matters
- Develop relationships with key contacts and feedback
- Pastoral care of pilgrims
- Eucharistic services and other prayers, etc.

Treasurer

- Sets Budget
- Propose cost and charges pilgrimage
- Issue cheques
- Prepare accounts
- Provide and monitor floats

Cook(s)

- Plan menus to suit hall kitchens
- Organise food and shopping
- Usually requires an assistant on the Pilgrimage due to heavy work load

Van Driver

- Organise the loading and unloading at halls
- Drive the van between halls
- Liaise with Cook (and others) so that food (and other stuff) is always accessible when needed from the van

Communication Officer

- Publicity material (Poster, Application form etc.)
- Database management
- Maintain website

- Publish newsletter
- E-mail bulletins
- Prepare material for mailings
- Deal with web-based enquiries
- Ensure framework in place for web diary

Day Leaders (usually 11 or 12 slots, preferably at least two people on each day)

- After receiving hall information from chief route planner, plan out a route with pub and church stops.
- Find out details of all churches and public transport etc.
- Talk to landlord of pub and make sure he is aware of the date we are coming, and also check things like sandwiches in garden and ordering food.
- Submit routes and all information within the time limit set by chief route planner (Usually nothing later than the end of May)
- Walk route preferably twice, maybe once during early planning, then once when things have been finalised.
- Lead the day with an adequate front marking team, and also find back markers and middle markers to help

Other Roles:

- **Drinks Car** – Drive and meet up with route at several places to provide drinks
- **Support Car** – Carry musical instruments, help support team if needed, also for emergencies
- **Fire Safety** – Upon arrival, check out halls for fire exits/alarm systems and inform pilgrims
- **Health** – Those who are willing first-aiders or can offer health support could fill a roll as an informal nurse for advice and treatment
- **Alternative Transport Officer** – Collates information from day planners to form a file on public transport for the whole route to be brought along and consulted for advice
- **Sandwich Organiser** – Manages small sandwich making teams each evening to prepare the next day's lunch.
- **Minutes Secretary** – Take minutes during meeting, then types them up and emails them out to the whole planning team.