

Pre-Weekend Coordinator Duties

Joey Hydrick

1. Keep Secretariat and community updated with pilgrims' names and church.
2. Ensure that the Pilgrim Registration is revised as necessary to include correct information.
3. Process each Pilgrim Registration that is texted or mailed to the Pre-Weekend Coordinator. Review the Pilgrim Registration for correct completion to include Pilgrim's personal information, Sponsor information, signatures for Pilgrim, Sponsor, and Pastor. Ensure the Health Waiver and Assumption of Risk form is received with Pilgrim Registration, to include Pilgrim's signature and date.
4. Maintain spreadsheet with Pilgrim name, church, sponsor, payment received and payment due.
5. Make bank deposits for checks/cash received for Pilgrim registration. Copies are sent to the Secretariat Treasurer.
6. Communicate by mail to the Pilgrim all information regarding the Weekend that they will need – Letter of Confirmation for Via de Cristo Weekend.
7. Communicate by mail all information needed by the Sponsor including Sponsor Responsibility Pledge, Sponsor Confirmation Letter, and Sample Letter Requesting Pilgrim Palanca. Advise sponsors who are also serving on the team, to secure transportation for their Pilgrim to the Camp.
8. All Master forms listed above for Pilgrims and Sponsors are to be revised as necessary and saved to Pre-Weekend Coordinator flash drive.
9. Revise as needed the "What to Bring to Weekend" information for all team members and distribute at Team Meetings.
10. Handle all details regarding Pilgrim's special dietary and/or medical requirements. Communicate this information with Head Kitchen Cha and Rector/Rectora.
11. If Pilgrim cannot attend weekend and after communication with Pilgrim, notify Treasurer of their desire to either have registration fee returned (minus deposit) or kept for next Weekend.
12. Work with the Rector/Rectora on Pilgrim registration information as needed.
13. Prepare a spreadsheet for the Weekend outlining monies due at check-in that will be received and documented by Outside Chas. Monies will be given to the Financial Coordinator or team member designated by Pre-Weekend Coordinator and Financial Coordinator.
14. Prepare a Waiting List for the next Weekend when the allotted number of pilgrims have registered for the current Weekend. Notify the Sponsor and Pilgrim.
15. Keep a copy of the inventory sheets that are attached to each storage tub in the trailer, (avoids having to look in the trailer to see the inventory).

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