



“Go and make disciples of all nations” [Mt 28:19]

# ECY-PHILIPPINES

EPISCOPAL COMMISSION ON YOUTH – CATHOLIC BISHOPS' CONFERENCE OF THE PHILIPPINES

## SUB-GROUP REGISTRATION FORM

### How to accomplish this form:

- This form must be accomplished by a youth minister/leader who wishes to register as a Sub-Group Leader and form a Sub-Group of pilgrims to the WYD2013 through the ECY-Philippines.
- Before accomplishing, please **read first and understand** the accompanying “**ECY&WYD2013 Primer**”.
- This form **must be accomplished legibly and completely**, in block letters.
- The accomplished form must be sent back to the ECY through fax (02.5279566) or email <ecyphilippines@gmail.com> not later than **05 October 2012**. It is recommended that the Sub-Group Leader keep a file copy of this form.

**Important Note:** Most of the WYD2013 communication will be sent electronically. It is important that the Sub-Group Leader and the Sub-Group Assistant Leader **create and maintain an email address** for this.

### SUB-GROUP

<i>Setting/Origin</i>	<i>Proposed Name of the Sub-Group</i>	<i>Estimated Number of Members</i>
<i>Preferred Mailing Address for WYD2013 Communications</i>		<i>Postal Code</i>

### WYD2013 ITINERARY FOR THE SUB-GROUP (Please choose one only.)

- Choice A:** My group will join in **both** the Missionary Week (17-20 July 2013) as arranged by the ECY, and the WYD2013 in Rio de Janeiro (23-28 July 2013).
- Choice B:** My group will join **only** in the main WYD2013 activities in Rio de Janeiro (23-28 July 2013).

### SUB-GROUP LEADER

Fr. Br. Mr. Sr. Ms.				
<i>Title</i>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Nickname</i>

*Responsibility in the Ministry:*

Youth Director      Youth Coordinator      Youth Leader      Campus Minister  
 Head of the Organization      Others, please specify: \_\_\_\_\_

<i>Birthdate [day \ month \ year]</i>	<i>Landline [area code \ number]</i>	<i>Fax [area code \ number]</i>	

<i>Mobile Phone</i>	<i>Email address</i>

### SUB-GROUP ASSISTANT LEADER

Fr. Br. Mr. Sr. Ms.				
<i>Title</i>	<i>Last Name</i>	<i>First Name</i>	<i>MI</i>	<i>Nickname</i>

*Responsibility in the Ministry:*

Youth Director      Youth Coordinator      Youth Leader      Campus Minister  
 Head of the Youth Organization      Others, please specify: \_\_\_\_\_

<i>Birthdate [day \ month \ year]</i>	<i>Preferred Contact Number</i>	<i>Email Address</i>

## THE SUB-GROUP LEADER

- Creates a sub-group from his/her origin as encouraged by the Bishop or National Chaplain (or equivalent);
- Serves as the contact person of the sub-group to the Delegation Secretariat and to the ECY, and acts as conduit of information from the Secretariat to his/her sub-group members, and vice-versa;
- Organizes a Sub-Group Orientation to ensure that each member of the sub-group understands the ECY & WYD2013 Primer, the registration process and other procedures that the ECY implements for the ECY-Philippines;
- Accompanies the Sub-Group members throughout their WYD2013 journey, from preparations, actual days and post-event activities.

### Specific Roles of the Sub-Group Leader

#### *During the Application Process*

- Assigns a Sub-Group Assistant Leader who can assist him/her in his/her tasks, and on whom he/she can entrust his/her responsibilities in his/her absence or incapacity;
- Attends the ECY-organized Orientation for Sub-Group Leaders and Sub-Group Assistant Leaders to prepare him/herself for the task of leading a sub-group;
- Takes time to know each and every applicant of his/her sub-group (a probable way is to implement a screening process within his/her setting);
- Guides the members in preparing all the requirements, making sure that each requirement meets the specifications that are stated in the Primer;
- Collects all forms and documents, and submits them to the ECY;
- Receives the screening results from the ECY, and advises his/her members accordingly.

#### *During the Preparatory Period*

- Coordinates the itinerary of his/her sub-group with the travel agency and, at his/her discretion, allow his/her members to arrange their post-WYD2013 personal itineraries;
- Guides the members throughout their spiritual preparations, making use of and possibly contextualizing the preparatory modules prepared by the ECY for its delegation;
- Constantly holds meetings with his/her sub-group members, for sharing of information and monitoring;
- Fully attends the Preparatory Session together with his/her members;
- Initiates other suitable activities to prepare his/her sub-group for the WYD2013.

#### *During the Missionary Week and the WYD2013 in Brazil*

- Safekeeps travel documents of all sub-group members;
- Shares a daily account of members to the Secretariat;
- Collaborates with the Secretariat and/or with his/her Cluster Head to help address and resolve any issue that may arise during the event;
- Gives priority to the WYD2013 main events, leads his/her members through the entire WYD2013 Program, and ensures their active participation;
- Accompanies his/her Sub-Group members in a meaningful and grace-filled WYD2013 experience.

#### *After the WYD2013*

- Attends the WYD2013 Re-Entry Program together with his/her sub-group members;
- Accomplishes the WYD2013 Evaluation Form together with his/her members;
- Submits a post-WYD2013 Status Report to account for all the members of his/her sub-group.

## THE SUB-GROUP ASSISTANT LEADER

- Assists the Sub-Group Leader in performing all his/her tasks;
- Automatically assumes the duties of the Sub-Group Leader in the latter's absence or incapacity.

## AGREEMENT OF SUB-GROUP LEADER AND SUB-GROUP ASSISTANT LEADER

*We hereunto affix our signatures to signify our agreement to take on the Roles and Responsibilities of a Sub-Group Leader and a Sub-Group Assistant Leader as stipulated above, and promise to conduct a Sub-Group Orientation for our members on  (projected date of Sub-Group Orientation).*

<i>Signature of the Sub-Group Leader</i>	<i>Signature of Sub-Group Assistant Leader</i>	<i>Date Accomplished</i>

## ENDORSEMENT OF THE BISHOP, NATIONAL HEAD, CHAPLAIN OR SCHOOL HEAD

*I hereunto affix my signature as I endorse the participation of this Sub-Group to the WYD2013 through the ECY-Philippines.*

<i>Signature of Sub-Group Endorser</i>	<i>Full Name of Endorser</i>	<i>Title/Responsibility</i>