
Role guidance for Award Leaders

Pope John Paul II Award Leaders play a key role in supporting and assisting participants in achieving their Award. The role of an Award Leader is outlined below.

ROLE OF AWARD LEADER

The Award Leader should:

- meet regularly with the Diocesan Award Coordinator;
- introduce the Award each academic year to each school/parish;
- help participants to enrol, including collection of the application fee;
- forward application fee along with completed application form to the Diocesan Award Office;
- agree participants' parish and social awareness activities;
- liaise with participants, parish volunteers/council and priests in order to help Award participants get started in their parish;
- guide and continually review Award participants; and
- review and approve participants for the Award.

Agreeing Participants' Activities

Each participant chooses what activities they want to take part in for the particular Award they have chosen (Gold, Silver, Bronze or Papal Cross). This is done in conjunction with their Award Leader who ensures that the activities are appropriate for the Award.

Help Participants to Enrol

Award Leaders are often the first to introduce the Award to potential participants. They are encouraged to help the participant complete the registration and consent form, collect the application fee and download the record card. Award Leaders have the responsibility to ensure that each participant has enrolled and returned their completed application form and the parish and social activities form before commencing with the Award.

IMPORTANT: Each participant must enrol and return their completed application form and the parish and social activities form to the Award leader before starting any Award activities.

Guide and Continually Review Participants

Participants are required to record each session of their activity so that it can be reviewed by the Award Leader. This requires the participant to fill out the date, duration, and details of the activity and to have it signed by the named activity facilitator. The Award Leader should arrange to meet their participants regularly to check their progress and find out about any difficulties they might be having in progressing with the Award.

Without the Award Leader's continued support, it could be easy for a participant to get discouraged and they might give up.

Review and Approve the Participant for their Award

Once all the Award participants have completed their parish, social awareness activities along with their Award reflection, the Award Leader should verify that the participant has shown regular commitment in their activities over at least the minimum time requirement and to assess whether the activities that were initially set have been achieved.

Help for Award Leaders

All Award Leaders should keep in regular contact with their Diocesan Coordinator. The Diocesan Coordinator will have been trained in running the Award.