



N Á R T E X
EL ARTE DESDE LA FE

Nártex Summer projects

*Welcoming and guided tours
in European churches and cathedrals.*

Information dossier for volunteers

Index

- *Who we are*_____2
- *Summer projects*_____2
 - The voluntary groups
 - Accommodation
 - Finance and internal economy
- *Training period and other activities*_____3
- *Work in the Cathedral*_____3
- *How can I get involved?*_____4
- *How does the recruitment process work ?*_____4

Who we are?

Nartex is a cultural association which is involved in spreading and promoting the religious sites and the sacred art as a part of the historical, artistic and spiritual heritage of humanity. We are members of the **Arts et Fides** International Federation which englobes other European groups and associations, under the motto “make the stones speak”, promoting a better understanding of the religious buildings and the evangelical message they contain.

In collaboration with other associations belonging to Are et Fides, called **ARC**, Nártex coordinates the sending of Spanish volunteers to European cathedrals during the summer and also promotes such projects in Spain.

Summer projects

These are stays during the summer 2 to 4 weeks in European churches, cathedrals or abbeys in which groups of volunteer guides from different nationalities are available for the tourist of their own language to welcome them, conduct and guide them along their visit to the monument.

The voluntary groups

These usually consist of 3 to 10 people from various nationalities and are assisted and coordinated by a person linked to the church or cathedral welcoming them. This person, along with our project coordinator, is responsible for questions concerning: accommodation, activities, training, work in the cathedral, financing...

When the groups are very large, we can also find a internal responsible, this to say, a volunteer chosen by the community who will be an intermediate between the volunteers and the general responsible.

Lodging

The type of accommodation depends on the means the welcoming church or cathedral may have. That can be parish houses, residences or apartments, the diocesan seminary, hostels or a private house.

Finance and internal economy

The board and lodging expenses are covered by the volunteer, who on their part agrees to take care of all facilities, keep them clean and respect their specific rules: timeframes, visits...

Travel expenses are the responsibility of the volunteer.

Boarding can be previously agrees with the lodging, with a restaurant or with the lunchroom of the cathedral if there is one; but typically it consists of an economic allocation given to the volunteer at the beginning of the project so they can buy and cook their own food.

The donations received for the visits conducted will be entirely intended for the financing of the project, consequently the volunteer must debut them in the place used for this purpose or give them to the coordinator.

Training period and other activities

Once in the place of destination and during the first days of the project, a brief training course is provided about the church at issue. This course use to be in English and pretends to give the necessary material and knowledge so that the volunteer to prepare their tour. This training is essential and mandatory, therefore the volunteer must be at their place of destination the appointed day and never later.

It is also common to organise other activities such as cultural tours, talks, conferences, times of prayer, chants, eucharisties; in which the volunteer must take part since this is also a project of community life.

Work in the cathedral:

Once the training period is over, we start the daily work in the church. Depending on the touristic flow, visits could be organized either on a set schedule or welcoming the tourist as they arrive. In any case, the voluntary community will be located at the entrance of the building and must offer an active welcome to the visitor as well as the necessary information about the service of the guided tours. The schedule and the number of visits per dat, as well as the free days will previously be set by the organisation.

It is important to highlight that the volunteer is not only a tour guide but a contributor to the cathedral who as well as being able to communicate the religious, historical and artistic features of it, they also have to collaborate to the proper functioning of the cathedral. It is also their job to ensure the respect of the basic business rules such as the volume of speaking, the decency in the way of dressing, the access restriction during mass time... Furthermore, the volunteer could also been requires to help during the religious service, reading the lectures in their own language, or whatever may be necessary.

How can I get involved?

Our projects are addressed to young adults between 18 to 30 years old with a good Christian education, preferably committed to the Church and its Faith, they must have the required level of education and knowledge of the language of the destination country. The regular attendance to our events and commitment to our association will be taken as a positive asset.

The enrollment period takes place between April and May. To become a volunteer you only have to fill in the enrollment form send it on due time to: international@nartex.org

How does the recruitment process work?

The volunteer selection will be done based on the following criteria:

- Christian education
- Knowledge of the language of the destination country
- Education level related to the project
- Previous commitment with the association

We will also take in consideration the participation in other activities of the association specially those of training nature, as well as motivation and personal skills.

They will take precedence those candidates who meet the requirements, those who are current partners or collaborate with the association.

A percentage of the places, varying depending on the number of applications, will be reserved to former volunteers who would like to repeat the experience. These volunteers must have achieved their project in accordance to the foundations of the commitment accepted when the enrolled. The rest of the places are available to new candidates.

Former volunteers cannot do more than three projects.

Out of all the application received we will do a first selection observing the criteria above. Volunteers selected in this first phase will be call for a **personal interview** in May/Jun via Skype and those that are not selected will be informed appropriately.

Throughout the interview we will ensure the truthfulness of the information provided on the enrollment form: knowledge of languages, Christian and academic education, as well as the communicative skills of the candidate and other personal qualifications. From this assessment results a score.

Once Nártex knows the details of every project and the number of required volunteers, the allocation process of the destinations for every volunteer.

The projects are given in order of score, respecting as far as possible the preferences expressed by the candidates on the enrollment form.

Once the destinations are assigned the candidate will receive a place confirmation with a commitment form and the inscription which must forward along with the bank receipt of 30€ on payment of enrollment. Once the project is accepted and formalized this procedure the enrollment fee will not be returned, except in cases of force majeure.

From them on, volunteers will receive the necessary documents and information about their project.

For further information

www.nartex.org

international@nartex.org