

HEAD COORDINATOR AND  
DIVISION LEADER FOLDERS FOR  
FIRST ORGANIZATIONAL MEETING

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CATHOLIC  
ADORATION

## COMMITMENT TO PERPETUAL EUCHARISTIC ADORATION

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Each adorer commits to being a critical link in an unbroken chain of love offered to Jesus in the Blessed Sacrament whereby the parish enthrones Him King by giving Him the honor and glory due His name through perpetual Eucharistic adoration. By means of perpetual adoration the community gives great honor and glory to the Lord because, “worthy is the Lamb that was slain to receive power, riches, wisdom, strength, honor, glory and blessing (Rev. 5:12) and to be incessantly adored for all that he has done for our salvation.” (cf Rev. 5:9) Each adorer is individually called to take part in perpetual Eucharistic adoration, freely responding to the first commandment, “The Lord your God is the one to whom you must adore, him alone you must serve.” (Mt 4:10) Besides, for each adorer, “the act of adoration outside of Mass prolongs and intensifies all that takes place during the liturgical celebration itself.” (Pope Benedict XVI, *Sacramentum Caritatis*, #66)

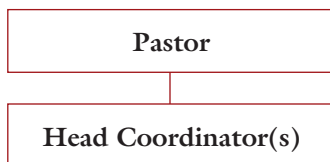
Thus, the chapel of perpetual adoration becomes an oasis of peace where people go to gain new strength according to the call, “Come to me all you who labor and are overburdened and I will give you rest” (Mt. 11:28), and to open a temporary gap in the daily hustle and bustle of life to be in the Lord’s Divine Presence. “Be still and know I am God.” (Ps 46:11)

“I would like to recall the priority of prayer over action since it is on prayer that the effectiveness of action depends. The Church’s mission largely depends on each person’s personal relationship with the Lord Jesus and must, therefore, be nourished by prayer: “It is time to reaffirm the importance of prayer in the face of the activism and the growing secularism.” (Pope Benedict XVI, *Deus Caritatis Est*, n, 37)

Therefore, the commitment to perpetual adoration is to grow in our personal relationship with Jesus and contribute to the Church’s mission to bring Christ to the world and the world to Christ.

## PERPETUAL EUCHARISTIC ADORATION ORGANIZATIONAL CHART

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1. Oversees the adoration program and is responsible to the pastor to ensure all aspects are correctly observed according to Canon Law and to the wishes of the pastor.
2. Works with the volunteer **Database Manager** to provide all adorers with a current Master Adoration Schedule. The **Database Manager** works with the Head Coordinator on a regular basis to keep the Master Adoration Schedule up-to-date.
3. The Head Coordinator strives to have at least two or more adorers for each hour.
4. Before initiation of perpetual Eucharistic adoration, the Head Coordinator conducts the organizational meetings.
5. The Head Coordinator maintains the flow of communication at all times and disseminates information to the Division Leaders, Hourly Captains, and adorers so that the adoration program runs smoothly. The Head Coordinator conducts meetings with Division Leaders and Hourly Captains every three to four months.
6. Designates a liaison to the parish office for contacting new parishioners about the perpetual Eucharistic adoration program.

<b>Division Leader</b> Night 12 AM - 6 AM	<b>Division Leader</b> Morning 6 AM - 12 Noon	<b>Division Leader</b> Afternoon 12 PM - 6 PM	<b>Division Leader</b> Evening 6 PM - 12 Midnight
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|---|--|
| <ol style="list-style-type: none"> <li>1. Responsible for initial scheduling process.</li> <li>2. General oversight of division and schedules.</li> </ol> | <ol style="list-style-type: none"> <li>3. Assists Head Coordinator as needed.</li> <li>4. Maintains contact with Hourly Captains.</li> </ol> |
|---|--|

<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)
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1. Contact person responsible for one of the 24 hours in the day.
2. **Agrees to prayfully support adorers in their hour and prays for their commitment.**
3. Makes sure that an adorer will be present in the hour he/she is in charge of for the 7 days of the week.
4. Checks the sign-in book each week to insure that the hour he/she is responsible for is being filled throughout the whole week.
5. Calls adorers whenever they do not sign in at scheduled time.
6. **Ensures that each adorer has a clear understanding of the proper and effective method of finding substitutes if they are unable to keep their holy hour in a given week.**
7. If the adorer is unable to get a substitute, it is up to the Hourly Captain to get a substitute.
8. Contacts the Head Coordinator when there is a need to permanently replace an adorer or when an adorer needs to change their hour.
9. **Calls the gathering of their adorers before perpetual adoration begins, so all can get to know each other.**
10. Assures that adorers know that they can go to each other to find replacements by switching days.

<b>Adorers</b> (6 teams total)	<b>Adorers</b> (6 teams total)	<b>Adorers</b> (6 teams total)	<b>Adorers</b> (6 teams total)
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1. Consists of adorers assigned to the same hour each week, e.g. 5 -6 PM Sunday through Saturday
2. Fulfills their own holy hour each week or finds a substitute when necessary.

<b>Chapel Librarian</b>
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<b>Database Manager</b>
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# INSTRUCTIONS FOR ORGANIZING PERPETUAL EUCHARISTIC ADORATION

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## FILLING OUT SCHEDULES:

### Head Coordinator

1. The Head Coordinator sorts the adoration invitations into five groups according to the time division checked off. There is one group for each time division (morning, afternoon, evening, night) and one group for those who have not indicated a specific time or who checked more than one time division.

### Division Leaders

2. Each Division Leader fills out their division schedule by calling the people who have signed-up for an hour a week in their time division.
3. The name and phone numbers of the adorers who have committed for each hour is then recorded on the Division Leaders schedule. A pencil is recommended because there may be a number of changes before the schedule is complete.
4. The Division Leader should call those people first who indicated a specific day and hour, then those who checked either a day or an hour and then those who only checked the time division. (Going from most specific to least specific.)

### Head Coordinator and Division Leaders

5. After the Division Leaders have filled out their schedules as much as possible, they are to meet with the Head Coordinator to arrange to fill the open hours on the schedules. Have these hours filled by those people who did not indicate a specific time division on their invitation form or checked off more than one time division.
6. When the schedules for the time divisions are complete, the Database Manager is given copies to complete the Master Adoration Schedule. The Head Coordinator and pastor should have copies, and copies should be available in the chapel.

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## HOURLY CAPTAIN CHARTS:

### Division Leaders

1. Fill out an Hourly Captain Chart for each of the six Hourly Captains in their time division and give a copy to the appropriate Hourly Captain.

If time permits, the Database Manager can provide the completed Hourly Captain charts using the Adorer Scheduling Program.

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## TELEPHONE CALLS:

### Division Leaders

When you call people who have accepted Our Lord's invitation to spend an hour a week with Him, please follow these guidelines:

1. Thank them for wanting to sacrifice an hour of their busy week.
2. Ask them for the day and hour wanted, or **whether they would be willing to take an hour that needs to be filled.**
3. Be encouraging and supportive. Tell them how much adoration means to you and others. Tell them that once they start, they will begin to look forward to making their holy hour each week. Remind them of a few of the blessings that come from perpetual Eucharistic adoration.
4. If there is a need, ask them if they would be willing to be an hourly captain and explain the role.
5. With each phone call, ask each new adorer if they would be willing to further serve as a substitute. Tell them the choice to say yes or no is entirely up to them depending on each call they may receive. Determine the specific time and day so the requests will be pertinent to their schedules, ie. Monday, Wednesday, Friday – 1 p.m. to 8 p.m.
6. Confirm their addresses, zip codes, cell phone numbers, and e-mail addresses for Database Manager.

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## INFORMATION DISSEMINATION:

### Head Coordinator, Division Leaders, and Hourly Captains

1. Information and instructions about perpetual Eucharistic adoration are passed on from the Head Coordinator to the Division Leaders. The Division Leaders then inform their Hourly Captains who, in turn, inform their adorers.
2. Each adorer will receive the following information from their Hourly Captain at the final meeting prior to start of adoration:
  - a. Starting date of perpetual adoration
  - b. Location of the chapel
  - c. Parking arrangements
  - d. Security arrangements
  - e. Location and use of telephone
  - f. Location of restroom
  - g. Names and phone numbers of adorers and how to switch with them for replacement
  - h. Name and phone numbers of adorers for hours immediately preceding and following theirs for replacement needs
  - i. Name and phone number of Head Coordinator, Division Leader, and Hourly Captain
3. The following is explained to each adorer:
  - a. The importance of the commitment
  - b. They must log in and out of the sign-in book so the pastor is assured that each hour is covered
  - c. They should not, unless necessary, leave the chapel until the next scheduled adorer arrives. The Blessed Sacrament must not be left alone. They are Adorers of the Eucharist and Guardians as well.
  - d. If an adorer is unable to keep his or her holy hour ask a family member, or friend to cover the hour. This is a valuable tool to generate new adorers. If a family member, or friend is not available to cover the hour then the adorer should contact his/her prayer partner to assure their presence. If this fails, then he/she should get a substitute. If unable to get a substitute, the Hourly Captain should be contacted. If this fails, the adorer should contact the Division Leader. If unsuccessful, then lastly contact the Head Coordinator.

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## **ADDITIONAL REMARKS:**

1. There should be a meeting of the Head Coordinator, Division Leaders and Hourly Captains before perpetual adoration begins to assure that everyone has a clear understanding of his/her duties and to go over last minute details.
2. Schedule perpetual adoration to begin within 4 to 6 weeks on a special feast day or Solemnity if possible.
3. Within the week of the start date at the final gathering before inauguration of perpetual Eucharistic adoration, each Hourly Captain meets with their adorers and introduces them to each other to get to know one another to facilitate ease with substitution.
4. For emergency purposes, there should be a telephone in or near the chapel with a Master Adoration Schedule.
5. In order to maintain the organizational team (Head Coordinator, Division Leaders and Hourly Captains) it is critical to have regular quarterly meetings to share information on the status of the overall adoration program. Communication between these quarterly meetings should be transmitted from the Hourly Captains to their respective Division Leaders and from the Division Leaders to the Head Coordinator. If anyone in a leadership position is no longer able to fulfill their responsibilities, a replacement from their team or division is recommended.

**Be confident. Persevere in your labor of love for Jesus Christ and His Holy Catholic Church.**

## THE ROLE OF THE HOURLY CAPTAIN

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1. The 24 Hourly Captains are responsible for the adorers who have signed up for their hour of the day every day of the week. The Hourly Captain makes sure that their specific hour is covered throughout the week by at least one adorer, preferably two. It is important to remember to prayfully support the adorers in their hour and pray for their commitment.
2. For the first two months of perpetual Eucharistic adoration, the Hourly Captain calls each of their adorers the day before their specified time to thank them, encourage them and remind them of the commitment and the importance of being on time for their specified hour and staying until the next scheduled adorer arrives. After the first two or three weeks the call will change from a reminder to an information obtaining opportunity. If an adorer requests not to be called, then ask if they would please call you the day before in order to check if all is going smoothly. This contact is vital to maintain a cohesive team effort. As new adorers join, the “day before call” should be repeated for two months.
3. The Hourly Captain must maintain by telephone or email regular contact after the initial weekly calls. Once a month or every other month the Hourly Captain should communicate with their adorers so that they continue to realize their valued part in perpetual adoration. A meeting should be held twice a year to share blessings and answered prayers that your adorers have experienced.
4. The Hourly Captain assures that each adorer has a clear understanding of the proper method of finding substitutes if they are unable to keep their holy hour in a given week. (See Adorer Practical Tips #3, #4 and #5)
5. In the event an adorer must be absent and cannot find a replacement for their holy hour, the Hourly Captain helps find a substitute for the adorer or takes the hour. It becomes the Hourly Captain’s duty to insure there is no risk of the Blessed Sacrament being left alone.
6. The Hourly Captain checks the sign-in book twice a week. When no one has signed in, a call should be placed to the scheduled adorer to see if they forgot or failed to get a substitute. This is the time to reinforce the importance of getting a substitute and signing the book.
7. The Hourly Captain should notify the Division Leader and Head Coordinator of any changes or problems in the schedule such as an addition or deletion of adorers to the program.
8. The Hourly Captain finds one or two assistants to help with calls, to fill in for him/her when absent, and to act as a substitute adorer if necessary.
9. Your role as Hourly Captain will be facilitated if you adore in the same hour in which you are a captain.

“Therefore, encourage one another and build one another up, just as you are doing.”

(I Thess. 5:11)

## ADORER'S PRACTICAL TIPS

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1. Each time you adore, you must sign-in. It is important that each hour be covered. The Blessed Sacrament must NEVER be left alone. You are the committed adorer and guardian of the Eucharist for your hour.
2. Adorers will be given a copy of the weekly chart for their hour as well as the previous hour and the following hour. Get to know these adorers so you can access them when you need an occasional substitute for your assigned hour. **The relationship between those who share the same holy hour is expressed as “prayer partners.”**
3. If you are unable to attend your assigned hour, ask a family member or friend who is not a regularly scheduled adorer first. The purpose for asking someone who is not scheduled is to introduce potential new adorers to adoration. If unsuccessful, immediately contact your prayer partners to make sure one of them will be present, since you will be absent. DO NOT ASSUME they will be present. A direct, verbal confirmation is necessary. It is not suitable to rely on a telephone answering machine message, or voicemail.
4. If you are unable to confirm a prayer partner, call an adorer from the same hour on another day of the week and arrange a switch. Another helpful method is to call adorers in the hour before you, or after you, and ask them to cover your hour, and you will do the same for them when they are in need. You may also ask the adorer before to take the first half-hour of yours and ask the adorer after you to come a half-hour earlier.
5. If, after trying all options you are unable to get a substitute, call your Hourly Captain. It becomes the Hourly Captain's duty to insure there is no risk of the Blessed Sacrament being left alone.
6. If you are going to be on vacation for an extended period of time it is necessary for you to find a substitute and inform your Hourly Captain.
7. To enable adorer's to have the means to contact anyone within the appropriate division for assistance, a Master Adoration Schedule of all adorers belonging to each division will be made available in the chapel. There are a total of four Divisions. Also, an Emergency List of adorers who are close and can come quickly will be available.
8. If upon completion of your holy hour, you find that the next adorer does not arrive, contact the adorer for that hour. If unable to reach them refer to Master Adoration Schedule to contact their Hourly Captain. Should you be unable to reach the Hourly Captain then contact the next adorer to see if they can come early. You MUST remain with the Blessed Sacrament until the problem is rectified. The Master Adoration Schedule will enable you to first contact the adorer to get a response or contact adorers having the period following the absentee's hour to see if they can make an early arrival.
9. Attend adorer meetings held once or twice a year to share graces and blessings you have received and to develop spiritual friendship with other adorers. Contact Hourly Captain with any special personal prayer intentions.
10. Familiarize yourself with the other team members to facilitate ease in asking for substitutes.

## GRACES AND BLESSINGS OF PERPETUAL EUCHARISTIC ADORATION

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1. Each holy hour that you make brings the world and everyone in the world closer to Christ.
2. In your holy hour, “you are presenting to Christ all those who do not know Him or are far from Him. You keep watch in His Presence on their behalf,” bringing down upon these souls in most need of God’s mercy the Precious Blood of the Lamb to obtain their conversion so they go to Heaven to be with God for all eternity. (Eucharist: Sacrament to Be Adored, by John Paul II, L’Osservatore Romano 26 June 1996)
3. Your holy hour deepens your union with Christ and brings great joy to His Heart and will make your soul everlastingly more glorious for all eternity.
4. Through perpetual Eucharistic adoration you, “contribute to the radical transformation of the whole world.” (Eucharist: Sacrament to Be Adored by John Paul II, L’Osservatore Romano 26 June 1996)
5. Perpetual adoration blesses the Church with vocations by providing an atmosphere where the Lord calls forth those whom He desires for priesthood or religious life.
6. Your holy hour helps fallen away Catholics return to the Church.
7. Perpetual Eucharistic adoration builds a bridge for our separated brethren to feel a place of welcome as all are invited to adore Jesus in the Blessed Sacrament.
8. Your holy hour, “makes reparation for the great faults and crimes of the world.” (Dominicae Cenaе, John Paul II, February 24, 1980)
9. Your holy hour gives you the “peace that surpasses all understanding.” (Phil. 4:7, John 14:27, John 20:19)

**DIVISION LEADER SCHEDULE/NIGHT** (Please use pencil)

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 AM							
1 AM							
2 AM							
3 AM							
4 AM							
5 AM							

**DIVISION LEADER SCHEDULE/MORNING** (Please use pencil)

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							

**DIVISION LEADER SCHEDULE/AFTERNOON** (Please use pencil)

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							

**DIVISION LEADER SCHEDULE/EVENING** (Please use pencil)

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							
11 PM							

# HOURLY CAPTAIN'S WEEKLY CHART

This chart is for the purpose of the members of adoration who are responsible for one holy hour during the week. This captain makes sure that someone will be present each day at the specific hour of adoration. The main duty will be to help find a replacement whenever someone cannot make it.

Captain's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Hour \_\_\_\_\_

## Schedule of the Seven Days of the Week:

A list of the group or "team" of people making their holy hour at the same time of the day throughout the entire week.

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name							
Phone							
Name							
Phone							
Name							
Phone							
Name							
Phone							

**Please Note:** The extra boxes are used to assign 2, 3 or 4 persons to the same hour and the same day in order to secure a more effective substitute system.

Assistant's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Assistant's Name \_\_\_\_\_ Phone: \_\_\_\_\_

*A million thanks to each adorer. Without you perpetual adoration would be impossible. Remember that the Sacred Heart of Jesus promised you that He would take your name and write it on His Heart-never to be erased-for perpetual adoration. He cannot be outdone in generosity.*

## LIST OF HOURLY CAPTAINS

Hour	First Name	Last Name	Phone
12 AM - 1 AM			
1 AM - 2 AM			
2AM - 3 AM			
3 AM - 4 AM			
4 AM - 5 AM			
5 AM - 6 AM			
6 AM - 7 AM			
7 AM - 8 AM			
8 AM - 9 AM			
9 AM - 10 AM			
10 AM - 11 AM			
11 AM - Noon			
Noon - 1 PM			
1 PM - 2 PM			
2 PM - 3 PM			
3 PM - 4 PM			
4 PM - 5 PM			
5 PM - 6 PM			
6 PM - 7 PM			
7 PM - 8 PM			
8 PM - 9 PM			
9 PM - 10 PM			
10 PM - 11 PM			
11 PM - Midnight			

The Hourly Captain is a contact person who is responsible for one of the 24 hours of the day, everyday throughout the week, ie: 12 AM - 1 AM Sunday through Saturday. The Hourly Captain is responsible to see that those people committed will be making their holy hour.