

THE ROLE OF THE HOURLY COORDINATOR

The Hourly Coordinator is a contact person responsible for one of the 24 hours of the day every day throughout the entire week.

The Hourly Coordinator is in charge of a team of people scheduled to make their holy hour at the same hour of the day, each day of the week, Sunday through Saturday.

The Hourly Coordinator makes sure that his specific hour is covered throughout the week by at least one adorer, preferably two.

In the event that an adorer must be absent and cannot find a replacement for his specified hour, the Hourly Coordinator helps find a substitute from his team (one who might be willing to exchange days), or fills in the hour himself.

For the first three weeks of Perpetual Eucharistic Adoration, the Hourly Coordinator calls each of his adorers the day before his specified time to thank him, encourage him and remind him of his commitment and the importance of being on time for his hour.

The Hourly Coordinator explains to his adorers the location of the Adoration Room (or chapel) and the Adorer Procedures (attached).

The Hourly Coordinator finds one or two assistants to help with calls, to fill in for him when absent, and to act as substitute adorer if necessary.

“Therefore, encourage one another and build one another up, just as you are doing.” (I Thess. 5:11)

ADORERS – PRACTICAL TIPS

1. Adorers will be informed as to the names and telephone numbers of their companion adorers. The purpose of providing such information is related to the expectation that each adorer will get to know those who have the same scheduled time so that they will feel comfortable with contacting their prayer companions by telephone. The relationship between those who share the same Holy Hour may be expressed as being “Prayer Partners.”
2. In the event an adorer realizes it is not possible to attend a Holy Hour as scheduled, then that adorer should first try to contact a dependable substitute such as a family member, friend, or neighbour. The substitute need not be Catholic. The purposes of this effort are to expand the number of adorers and to evangelise. If such a substitute is not available, then the adorer is to immediately contact Prayer Partners to determine whether the requirement to have someone in the presence of the Blessed Sacrament is certain to be fulfilled. In either case, there must be a direct verbal confirmation of attendance; it is not at all suitable to rely on a telephone answering machine message.
3. Further, if an adorer is not able to confirm attendance by a prayer Partner, the adorer is to call and inform the Holy Coordinator, or the Holy Assistant, as to the inability to fulfill the commitment. Again, it is not reliable to depend on an answering machine. At this point it is the duty of the Hourly Coordinator to ensure there is no risk of the Blessed Sacrament becoming unattended.
4. Upon the completion of a Holy Hour, if an adorer finds that no oncoming adorer makes an appearance, then the adorer is to call the Hourly Coordinator and also must remain with the Blessed Sacrament until the problem is rectified. The list described below will enable an adorer to contact someone having the period following the absentee’s hour to see if that person can make an early arrival so as to provide relief.
5. If an adorer is going to be unavailable for more than one Holy Hour, such as going on an extended vacation, then the adorer is to so inform the Hourly coordinator.
6. To enable adorer’s having the means to contact anyone within the appropriate division for assistance, a complete listing of all members belonging to each division will be made available in the foyer to the chapel. There are a total of four divisions with Division 1, for example, covering the period from midnight to 6a.m.
7. In order to facilitate the storage and sorting of names using a computer, the time of each Holy Hour is indicated by a four digit number in the aforementioned listings. The first two digits refer to the time of day; i.e., 17 means 5p.m. This is the military style of showing the hour of the day. The last digit refers to the day of the week; i.e., the number 4 means Wednesday.