

**SUGGESTED DIALOGUE
FOR HOURLY CAPTAINS/COORDINATORS
TO CALL BACK THEIR SCHEDULED ADORERS
BEFORE START UP DATE**

After all of the hours have been scheduled, Divisional Leaders will contact the Hourly Captains to ask them to make their calls to the adorers that are scheduled for a weekly Holy Hour during their hour(s). This should be done about a week or two before the Adoration will begin.

Each Hourly Captain should be given the information to fill in the blanks below, and the names and telephone numbers they will need to call each of their scheduled Adorers. For example, the Hourly Captain for 7pm may need to call a total of seven people, if one adorer is scheduled each day for 7pm, or fourteen adorers if two are scheduled per day.

The Hourly Captains should use the following suggested dialogue:

Good evening, this is [your name _____].

I'm calling regarding the Perpetual Adoration that is going to be starting soon at [the name church _____].

Thank you so much for signing up to spend one hour each week with Our Lord from [hour they signed up _____].

The Adoration will begin on [give the confirmed opening date _____], so your first hour will start on [date _____] at [time _____]. This is a reminder of your weekly commitment.

The adoration will take place at [location of the chapel _____]. The entrance is located [_____].

Parking will be available at [_____].
There is a washroom available at [location _____].

In case of emergency, there is a telephone available in [_____]. Please use the phone for chapel business only. For example, call in to inform the current adorer if you will be late. Call out if you need to speak to an adorer immediately and cannot wait until you get home.

Please be punctual so as not to inconvenience those who are leaving. Please remember to sign in upon arrival in the adoration log book located at [the entrance to the chapel]. Please do not leave the Blessed Sacrament and the chapel unattended.

[If there is a security code system give any necessary code info].

I am your Hourly Captain/Coordinator for [time_____].

Please write down my name and number in case you need assistance. My name is [_____] and my telephone number is [_____].

[The names and numbers of adorers scheduled at the same hour each day of the week, and directly before and after your hour are _____].

May I please confirm your email address if you use one _____.
May we please have your mailing address for chapel communications in case it is needed? _____

This is a reminder of the system of substitution. Please give us as much advance notice as possible. Please do not call the rectory!

If you require a substitute, please follow these instructions:

- 1). Try to arrange for a substitute from your family and friends to attract new adorers.
- 2). Contact your prayer partner(s) who are scheduled during your same hour to CONFIRM that they can be present, since you will be absent. Do not assume.
- 3). Call an adorer on another day of the week and arrange a switch.
- 4). Ask and confirm if adorers before and after your hour of adoration can cover your hour and offer to do the same for them if needed. You may also ask the adorer before to cover your 1st half hour and ask the adorer after you to come half an hour earlier to cover your 2nd half an hour.
- 5). If, after trying all options you are still unable to get a substitute, call your Hourly Captain. It becomes your Hourly Captain's duty to ensure there is no risk of the Blessed Sacrament being left alone.

Please remember that you will be in the Real Presence of Jesus in the most Blessed Sacrament. Reverence and silence should be observed.

Thank you again. May God bless you for your response to His Invitation to spend time in adoration of the Blessed Sacrament.

Have a nice [evening]. God bless you!