

THE ROLE OF THE HOURLY CAPTAIN

1. The 24 Hourly Captains are responsible for all the adorers who have signed up to adore 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. He/she only needs to be physically present for their own personal scheduled holy hour once a week. It is important to remember to prayerfully support the adorers in their hour and pray for their commitment.
2. For the first one to two months of perpetual Eucharistic adoration, the Hourly Captain calls each of their adorers the day before their specified time to thank and encourage them, and to remind them of their commitment and the importance of being on time for their specified hour and to stay until the next scheduled adorer arrives. After the first two or three weeks the call will change from a reminder to an opportunity to obtain information. 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 regular contact by telephone or email 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 role in maintaining 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 # 3-6).
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 ensure 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 to, or problems with 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 an Hourly Captain will be facilitated if you adore during 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)

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ADORER'S PRACTICAL TIPS & RESPONSIBILITIES

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. As an adorer, you will be given a copy of the weekly chart for your hour as well as the previous hour and the following hour. Get to know these other adorers so you can contact them when you need an occasional substitute for your assigned hour. Those who share the same holy hour are called "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 of asking someone who is not scheduled is to introduce potential new adorers to adoration. If a family member, or friend is not available to cover the hour then the adorer should contact his/her prayer partner (if there is another adorer scheduled during their hour, to get a firm confirmation of their presence).
4. If unsuccessful, immediately contact your prayer partner(s) (if there is another adorer(s) scheduled during your hour) 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 needed. It is not suitable to rely on leaving a telephone answering machine or voicemail.
5. 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 method is to call adorers who have the hour before or after you, and ask them to cover your hour. Tell them you will do the same for them when they are in need. You may also ask the adorer before your hour to take your first 30 minutes and the adorer after you to come 30 minutes earlier. You could ask an adorer to take 2 hours one week and then you could cover 2 hours the next week.
6. If, after trying all options you are unable to get a substitute, call your Hourly Captain, it becomes the Hourly Captain's duty to ensure there is no risk of the Blessed Sacrament being left alone. Only if this fails, the adorer should contact the Division Leader. If unsuccessful, then lastly contact the Head Coordinator.
7. Substitutes write their Initials in the "Initial" column of the person they are covering for in the adorer sign-in book. If two adorers have the same hour, and adorer A cannot make it that week and confirms in advance that adorer B will be present, then adorer B puts their initial beside their own name and also beside adorer A's name, so that the pastor and team will know that adorers are not assuming but have confirmed someone is always be present. 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.
8. To enable adorers to have the means to contact anyone within the appropriate division for assistance, a Master Adoration Schedule of all adorers belonging to each of the four divisions and an Emergency List of adorers who live nearby who can come quickly will be made available by the parish in the chapel.
9. If upon completion of your holy hour, 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, 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 hour following the absentee's hour to see if they can make an early arrival.
10. Attend adorer meetings held once or twice a year to share graces and blessings you received and to develop spiritual friendship with other adorers. Contact your Hourly Captain with special personal prayer intentions.
11. Familiarize yourself with the other team members to facilitate ease in asking for substitutes.