

# PERPETUAL EUCHARISTIC ADORATION

## ADORER WELCOME INFORMATION PACKET



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## Adorer's Welcome Letter

Dear Adorer,

Thank you for answering "His Call", the call from the Lord to adore His Real Presence in the Eucharist.

By your affirmative answer you have become a member of a distinct group of people whose love for the Lord is expressed in an hour of adoration and powerful praise. By saying yes to Him, who invited you, you join the line of people that stretches through the centuries, from the stable in Bethlehem in the company of the angels, shepherds, and Magi through all of history to this day. This mystical union of ages and adoring souls has sustained the very heart of the Church.

Perpetual Adoration is the giving of your time to the Lord; it lasts for as long as your love for Jesus lasts.

For such a commitment, the graces and blessings that will be bestowed on you and your loved ones will be abundant in this life and beyond measure in the next.

Fellow adorer, we are aware of the busy schedule that you have and the commitments that life places on you. We are grateful that you have chosen to make the Eucharistic Presence of Jesus a priority in your life, and have made an Oasis for Him in the midst of your pace of life.

As a faithful Catholic who is on the pilgrimage of life, a commitment like yours is a sign of how strong your Faith is, and your belief in the power of prayer, silence and adoration in the Presence of the Eucharistic Lord. This giving of your time is a reminder to all of how He, the Master, gives His all for us.

Perpetual Adoration will not only strengthen our parish family, it will help us to stay focused on the important events in our journey through life.

May He who is ever present, bless and protect you, and may Our Most Holy Mother, Mary, under Her title of Our Lady of the Blessed Sacrament, draw you ever closer to Her Son in His Real Presence in the Eucharist.

Thank you once again for answering "His Call".

Perpetual Eucharistic Adoration Coordinating Team

## COMMITMENT TO PERPETUAL EUCHARISTIC ADORATION

Each adorer commits to being a vital link in an unbroken chain of love offered to Jesus in the Blessed Sacrament whereby the parish enthrones Him King by giving Him the honour and glory due to His name through perpetual Eucharistic adoration.

By means of perpetual adoration the community gives great honour and glory to the Lord because, “Worthy is the Lamb that was slain to receive power, riches, wisdom, strength, honour, 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 labour 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 that I am God” (Psalm 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

## Pastor

1. The Pastor oversees and encourages all activity associated with the Adoration of Jesus and prepares the chapel.
2. Sets target start-up date of four-six weeks after the Sign-Up Weekend. Presides over opening Mass and Procession.
3. Evangelizes and catechizes by continuing to preach on and encourage Perpetual Eucharistic Adoration on a regular basis.

## Head Coordinator(s)

1. The Head Coordinator 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 a volunteer Database Manager to provide adorers with an up to date Master Adoration Schedule and current daily Adoration Sign-in binder to be placed at chapel entrance for Adorers.
3. For each hour, the Head Coordinator must have at least one, and strives to have two or more, adorers scheduled.
4. Before initiation of perpetual Eucharistic adoration, the Head Coordinator conducts the organizational meetings.
5. Maintains flow of communication and disseminates information to Division Leaders, Hourly Captains, and adorers so that the adoration program runs smoothly. Conducts meetings with Division Leaders and Hourly Captains (i.e., every 3-4 months).
6. Designates a liaison to the parish office for contacting new parishioners about the perpetual Eucharistic adoration program.
7. Coordinates printing weekly Eucharistic quotes in parish bulletins and an Annual Adoration Invitation to recruit new adorers.
8. Assigns an adorer to keep chapel in order. Prepares forms, lists and signs for chapel (i.e., "Silence Please.")
9. Works with team to implement ways to attract new, and retain existing, adorers i.e., regular bulletin notice at nearby parishes etc.

<b>Division Leader Night</b> 12 AM - 6 a.m.	<b>Division Leader Morning</b> 6 a.m. - 12 Noon	<b>Division Leader Afternoon</b> 12 p.m.- 6 p.m.	<b>Division Leader Evening</b> 6 p.m. - 12 Midnight
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| <ol style="list-style-type: none"> <li>1. Responsible for initial scheduling process.</li> <li>3. Assists and reports to Head Coordinator as needed.</li> <li>5. Gives adorer's name, phone, email to Database Mgr., Head Coord. &amp; Hourly Captains.</li> </ol> | <ol style="list-style-type: none"> <li>2. Oversees their time division/zone and schedules adorers.</li> <li>4. Oversees and maintains contact with Hourly Captains in their time zone.</li> <li>6. Gives new Adorer's Welcome Packet.</li> </ol> |
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<b>Hourly Captains</b> (6 for Night time division)	<b>Hourly Captains</b> (6 for Morning time division)	<b>Hourly Captains</b> (6 for Afternoon time division)	<b>Hourly Captains</b> (6 for Evening time division)
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1. Acts as contact person responsible for one of the 24 hours in the day.
2. Agrees to prayerfully support adorers in their hour and prays for their commitment.
3. Makes sure that at least one 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 ensure 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. Reinforce importance of signing-in and getting a substitute.
6. Ensures 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 (adorer asks family member, friend, adorer with same hour, adorer before or after their hour).
7. If the adorer is unable to get a substitute, it is up to the Hourly Captain to get a substitute or cover the hour.
8. Contacts 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. Each Captain assures their adorers that they can go to each other to find replacements by switching days or hours.

<b>Adorers</b> (6 hourly prayer 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 of the day, e.g. 5-6 p.m. Sunday through Saturday.
2. Each fulfills their own weekly holy hour or finds a substitute when necessary. Arrives on time and signs in for their holy hour.

## Chapel Librarian

## Database Manager

## 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)

## 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.

## **RULES FOR CHAPEL CONDUCT**

1. Please remember to sign in for your hour of adoration at the beginning of your assigned hour. That way the person before you will know that you are in the chapel and they are now at liberty to leave.
2. Check the sign-in sheet before you leave the chapel to make sure the person who is scheduled for the next hour is in the chapel before you leave. If the person after your hour does not show up and you choose to be the substitute for the next hour, sign your name on the sign-in sheet and write the word (*substitute*) after your name. This will let the Hourly Captain know that an unscheduled absence took place, so it does not happen to you again next week. You can also call your Hourly Captain, as they will need to follow up with any adorer who failed to make their commitment or forgot to sign-in.
3. Nothing is to be placed on the altar of repose.
4. Any provided spiritual reading material is to be kept in the chapel. Personal copies may be obtained by contacting the Chapel Librarian.
5. No material is placed in the chapel unless authorized by the Head Coordinator or Chapel Librarian.
6. If there is a chapel telephone, it is for “Emergency Use Only”.
7. Know and abide by the procedures for contacting a substitute or making emergency calls.
8. All adorer information is for the purposes of your parish adoration chapel only. If you have any issues with sharing your name and number, please let your head coordinator know.

## **Guidelines for Chapel Conduct**

Respect for Our Lord is displayed in the following ways:

1. Genuflect upon entering the presence of the Lord. If physically possible, make a profound bow – with a genuflection on two knees when Jesus is exposed in a Monstrance.
2. Be mindful of proper, respectful attire.
3. Avoid talking, maintain an austere reverence in the Presence of Our Lord. If you need to talk to someone in the chapel, leave and hold your conversation *quietly* outside the chapel.
4. Please maintain total silence – avoid whispering prayers out loud.
5. Respect other adorers so they can focus on Our Lord, by keeping still and quiet.
6. Adoration should be a peaceful, private time for each adorer. No spontaneous unscheduled events or sermonizing.
7. Refrain from eating or drinking in Chapel, including chewing gum or candy, for reverence, unless you need to take water for medications.
8. Please turn cellphones off before entering chapel to avoid distractions and distracting others.

## **Emergency Procedures - To All Adorers—Remain Faithful!**

1. If you become sick during your hour, or need advice, call the Hourly Captain for your hour. Important telephone numbers will be posted in the chapel sign-in book.
2. If an emergency of a serious nature arises, call 911 or the appropriate emergency numbers listed in the sign-in book.

## Graces and Blessings of Perpetual Adoration

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 St. 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 may help fallen away Catholics to 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).



# HOW TO MAKE A HOLY HOUR OF EUCHARISTIC ADORATION



Prayer helps to save and sanctify souls. A Holy Hour is spending an hour in prayer, preferably in the Real Presence of Jesus exposed in the Most Blessed Sacrament at a perpetual Eucharistic adoration chapel. If that is not possible, the hour of prayer may also be made before the Tabernacle or spiritually, at home.

Saints, Popes and the Church recommend the efficacious practice of making a daily or weekly hour of Eucharistic Adoration. There are many ways to pray and there is no set format or order for spending hours in prayer with Jesus in the Blessed Sacrament.

Traditional recommendations include ACTS, remembering the acronym for four 15-minute steps in a spirit of:

*Adoration - Recognize and enter into God's Holy Presence with reverence, awe and love. Adore God, Who is Love.*

*Contrition (Reparation) - Repent, express sorrow and make reparation for your sins and those of the whole world.*

*Thanksgiving - Worship God. Praise and thank Him.*

*Supplication (Intercession) - Pray for the salvation and sanctification of souls, for graces, for your own conversion and needs, as well as for those around you and the whole world.*

Other Suggestions: St. Mother Teresa of Calcutta recommended spending half the time in adoration in SILENCE. Entering into deeper contemplative prayer can bring one to interior silence. The great mystic and doctor of the Church, St. Theresa of Avila, experienced the "prayer of the quiet". St. Therese of Lisieux, the "Little Flower", practised complete trust and confidence in the mercy of God and did little things with great Love.

Speak to God with your mind and heart. Listen to God. Practice loving contemplation - simply gaze on Our Lord and Saviour in the Sacred Host. Offer prayers and rely on devotions from Catholic tradition such as the Divine Office, Rosary, Chaplet of Divine Mercy, Litanies, or other Catholic spiritual reading materials such as Sacred Scripture.

Many saints grew stronger in virtue and in their prayer life as they persevered in prayer through consolations and periods of dryness or desolation. Love is a decision, not a feeling. Jesus is 100% divine and 100% man. He still has a human heart and a divine heart. He consoles us and sometimes asks us to comfort and intercede with Him: "Could you not watch one hour with Me?" Jesus revealed Himself to St. Margaret Mary with a crown of thorns piercing His Sacred Heart burning with Love. He thirsts for love and souls.

Venerable Archbishop Fulton J. Sheen called the daily holy hour the "hour of power" that "makes my day". Invite your friends, family members and others to discover the Real Presence of Christ in Adoration! Ask your pastor to allow Perpetual or extended Eucharistic Adoration to be established in your parish.

*Loving Jesus, with all my heart, I love and adore Thee in the Most Holy Eucharist. Amen.*

# ADORATION CHAPEL PARTICULARS

[HEAD COORDINATOR - CONTACT US OR FOR OR RETRIEVE EDITABLE DOCUMENT ON OUR WEBSITE  
COORDINATOR RESOURCES HERE. FINALIZE DETAILS WITH PASTOR:

[Adoration Chapel Particulars template](#)

<https://perpetualeucharisticadoration.com/wp-content/uploads/2019/01/Adoration-Chapel-Particulars-template.docx%5D>

Each adorer will receive the following information from their Hourly Captain at the Kick-Off meeting prior to the start of adoration. If an adorer cannot attend this meeting, the Hourly Captain should call the adorer to go over these details and another method should be used to provide a printed copy of this Adorer Welcome Kit (leave at back of Adoration chapel in a personalized envelope for pick-up, have available at Masses at back of church).

**Starting date of perpetual adoration:**

**Location of the chapel:**

**Parking:**

**Location and use of telephone:**

**Location of restroom:**

**Inclement Weather Policy:** If the weather is hazardous, a call will be made to the affected scheduled adorers to notify them that the adoration has been suspended until further notice. Once the weather clears up, a call will be made to let adorers know the adoration has been reinstated. The chapel may still be accessible. If the weather is hazardous, please be prudent and don't risk an accident - contact your Hourly Captain if you have an issue.

**Annual Chapel Closing Policy** – Scheduled exposition will NOT take place on the following holidays:

Easter Triduum:

- Closing: 4 p.m., Holy Thursday
- Reopening again: 12 Noon, Easter Monday

Victoria Day Monday

Canadian Thanksgiving Monday

Christmas:

- Closing: 4 p.m., December 24<sup>th</sup>
- Reopening: 12 Noon, December 26th

**Security arrangements:**

**Coronavirus, chapel sanitization:**

### **Core Adoration Coordinating Team**

**Name of Pastor:**

**Important Names and Numbers:**

**Head Coordinator(s):**

**Morning Division Leader:**

**Afternoon Division Leader:**

**Evening Division Leader:**

**Night/Early Morning Division Leader:**

**Hourly Captains:** Please see your Hourly Captains Weekly Chart or the List of 24 Hourly Captains. If you would like to volunteer to be part of the team coordinating the adoration, contact one of the above persons or the pastor.

In no case shall the affiliates of our organization, or any third party that has helped create, produce, or deliver this information, be liable for any direct, indirect, incidental, special, or consequential damages that result from the use of this information, for any reason whatsoever, including negligence.

