

Outline for Organizational Meeting

Before meeting copy and bring:

Coordinator attendance sign-in sheet

Organizational meeting folder (6 full copies)

Division Leader Schedules (Morning, Afternoon, Evening, Night)

List of Hourly Captains (1 Extra copy of page 15 above)

The Role of the Hourly Captain/Adorers Practical Tips (24 copies of page 7/8 of the Organizational Meeting folder)

Hourly Captains call script

Name tags if desired

At least 4 pencils

Skype or Zoom or Internet Connection if needed to bring in another speaker

Divide the invitations into the 5 groups in large Ziploc bags

- A. Introduction - Brief intro of person leading meeting and request that each person briefly say their name, how long in the parish and if they are new to adoration or not.
 1. Pass out handouts except the Head Coordinators and Division Leaders Organizational Meeting folders and invitations.
 2. Share the response and pray in gratitude to the Holy Spirit for the response. Ask pastor or deacon to say a prayer, if not lead yourself.
 3. Pass around the attendance sign-in sheet with all pertinent information needed.
 4. Thank the pastor for his desire for perpetual adoration and the people for their interest in assisting! Explain that this can only remain strong with enough lay involvement to oversee and maintain.

- B. Explanation of the Organization
 1. Go through the Organizational Chart from top to bottom.
 2. Go to The Role of the Hourly Captain sheet and cover points not on the Organizational Chart. Especially, if an adorer cannot make their hour,

how to get a conflict with a scheduled hour covered. This is one of the most important roles of the hourly captain. Also, read the point on the call backs for the first several weeks.

3. Go to Adorers Practical Tips and cover their responsibilities.

C. Divide into 4 Division groups (preferably have set up before 4 tables for each division)

1. Ask them to go to the time: Morning, Afternoon, Evening and Night, that they intend to adore. Hourly Captains must be assigned to the hour that they are going to adore so that should they need to cover an hour it works for their schedule. Division Leaders don't have to necessarily oversee when they are going to adore as they are not to handle substitution.
2. Ask them to determine amongst themselves, in each group, who can be the hourly captains for each hour and the division leader.
3. You will float between the tables while they are discussing. You will see the leadership for the division leader as you go from table to table. The person who takes charge and facilitates is the division leader.
4. Concentrate on the midnight to 6 am group as this is the backbone of perpetual adoration.

5. Once all the positions have been filled to the best of the ability, based on the attendance, ask the division leaders to stay as well as the Head Coordinator. Say a closing prayer of gratitude and dismiss the hourly captains.

D. Train Division Leaders and Head Coordinator

1. Go through the sheets on the Division Leaders (page 4/5/6 of the folder: Instructions for Organizing PEA: Filling Out Schedules, Hourly Captain Charts, Telephone Calls, Information Dissemination, Additional Remarks) explaining the call backs from most specific to least specific and then those who only specify the time division.
2. Once they have filled out to the best of their ability, there needs to be a 2nd meeting with the same 5 people to call together the 5th group of invitations to fill in the remaining hours. Schedule that meeting then for 2 to 3 weeks, depending on the number of invitations.

- E. Keep parish posted with progress each week as you near the start of perpetual adoration.

- F. Schedule the gathering of everyone to meet their teams before initiating the inauguration of perpetual adoration.