

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 for 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 every three to four 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.)

Division Leader Night 12 AM - 6 a.m.	Division Leader Morning 6 a.m. - 12 Noon	Division Leader Afternoon 12 p.m.- 6 p.m.	Division Leader Evening 6 p.m. - 12 Midnight
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1. Responsible for initial scheduling process.
2. Oversees their time division/zone and schedules adorers.
3. Assists and reports to Head Coordinator as needed.
4. Oversees and maintains contact with Hourly Captains in their time zone.
5. Gives adorer's name, phone, email to Database Mgr., Head Coord. & Hourly Captains.
6. Gives new Adorer's Welcome Packet.

Hourly Captains (6 for Night division)	Hourly Captains (6 for Morning division)	Hourly Captains (6 for Afternoon division)	Hourly Captains (6 for Evening 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. Ensures that at least one adorer will be present during 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 covered 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.

Adorers (6 hourly prayer teams)	Adorers (6 teams)	Adorers (6 teams)	Adorers (6 teams)
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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