

# PERPETUAL EUCHARISTIC ADORATION

## ORGANIZATIONAL GUIDELINES (COORDINATING TEAM KIT)



### CONTENTS:

- Commitment to Perpetual Eucharistic Adoration
- Perpetual Eucharistic Adoration Organizational Chart
- The Role of the Hourly Captain
- Adorer Practical Tips & Responsibilities
- Hourly Captains' Weekly chart - to be completed by Division Leaders and Head Coordinator(s)
  - Note: all of the above five pages are also included in our Adorer Welcome Information Packet
- List of Hourly Captains
- Head Coordinators' (when chosen) Instructions for Sign-Up Weekend
- Instructions for Organizing Perpetual Eucharistic Adoration (for Head Coordinator & Division Leaders)

A total of two copies of the following are given only to core team of Head Coordinator(s), Division Leaders:

- Division Leader Schedules for morning, afternoon, evening, night

The **Apostolate of Eucharistic Adoration Inc.** assists with the establishment and maintenance of Eucharistic and Perpetual Adoration:

[www.perpetualeucharisticadoration.com](http://www.perpetualeucharisticadoration.com)

## 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. The Head Coordinator needs at least one adorer scheduled per hour and strives to have two or more adorers for each hour.
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 a.m - 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
---	--	---	--

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.

<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)
---	---	---	---

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)
---	-----------------------------------	-----------------------------------	-----------------------------------

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.

# HOURLY CAPTAIN'S WEEKLY CHART

This chart is for the purpose of the members of adoration who are responsible for one holy hour during the week. This captain makes sure that someone will be present each day at the specific hour of adoration. The main duty will be to help find a replacement whenever someone cannot make it.

Captain's Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Hour \_\_\_\_\_

## Schedule of the Seven Days of the Week:

A list of the group or "team" of people making their holy hour at the same time of the day throughout the entire week.

Day:	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name							
Phone							
Name							
Phone							
Name							
Phone							
Name							
Phone							

**Please Note:** The extra boxes are used to assign 2, 3 or 4 persons to the same hour and the same day in order to secure a more effective substitute system.

Assistant's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Assistant's Name \_\_\_\_\_ Phone: \_\_\_\_\_

*A million thanks to each adorer. Without you perpetual adoration would be impossible. Remember that the Sacred Heart of Jesus promised you that He would take your name and write it on His Heart-never to be erased-for helping Him with perpetual adoration. He cannot be outdone in generosity.*

## LIST OF HOURLY CAPTAINS

Hour	First Name	Last Name	Telephone
12 a.m. – 1 a.m.			
1 a.m. – 2 a.m.			
2 a.m. – 3 a.m.			
3 a.m. – 4 a.m.			
4 a.m. – 5 a.m.			
5 a.m. – 6 a.m.			
6 a.m. – 7 a.m.			
7 a.m. – 8 a.m.			
8 a.m. – 9 a.m.			
9 a.m. – 10 a.m.			
10 a.m. – 11 a.m.			
11 a.m. – 12 p.m.			
12 p.m. – 1 p.m.			
1 p.m. – 2 p.m.			
2 p.m. – 3 p.m.			
3 p.m. – 4 p.m.			
4 p.m. – 5 p.m.			
5 p.m. – 6 p.m.			
6 p.m. – 7 p.m.			
7 p.m. – 8 p.m.			
8 p.m. – 9 p.m.			
9 p.m. – 10 p.m.			
10 p.m. – 11 p.m.			
11 p.m. – Midnight			

The Hourly Captain is a contact person responsible for one of the 24 hours of the day, everyday throughout the week, i.e.: 12 a.m. - 1 a.m. Sunday through Saturday. The Hourly Captain sees that the scheduled adorers will be making their weekly holy hour.

## **HEAD COORDINATOR(S)' INSTRUCTIONS FOR SIGN-UP WEEKEND**

### **ORGANIZATIONAL MEETING (Sunday afternoon, evening or Monday evening)**

- 1.) Prior to the Organizational Meeting, the Head Coordinator or Adoration Speaker sorts the completed Adoration Invitations into five groups according to the time division the Adorer checked. One group for each Division, i.e. Night (Early Morning), Morning, Afternoon, and Evening. The fifth group is for those adorers who did not indicate a specific time division.
- 2.) If there is time in advance of the Organizational meeting a typed list of all adorers can be made; or it should be made after. This may be done by the Adoration Speaker, Head Coordinator and/or Database Manager.
- 3.) At the Organizational Meeting the Adoration Speaker reads through the Organizational Chart and explains the roles of the Head Coordinator Division Leaders and Hourly Captains. At this point the Head Coordinator and the Database Manager are chosen if not already selected by the Pastor.
- 4.) Break into four division groups based on hour selected to adore in order to choose Division Leader (if not selected already) and choose the six Hourly Captains. The "List of Hourly Captains" should be filled in at each group and a master list created for the Database Manger. Once Hourly Captains have been appointed for each hour, they are dismissed and may leave.
- 5.) The Adoration Speaker then gives each Division Leader the completed Invitations for his/her time division and reviews with Division Leaders the following instructions for filling out of the Division Leader Schedules and the Hourly Captains' Weekly Charts.
- 6.) The Adoration Speaker, Head Coordinator, and Division Leaders work with the Database Manager chosen to handle the Adorer Scheduling system, to generate a master list of adorers.

## **INSTRUCTIONS FOR ORGANIZING PERPETUAL EUCHARISTIC ADORATION**

### **EXCELLENT COMMUNICATIONS:**

- 1.) Charity reigns above all. Although we are volunteers, communications should be kept productive, supportive and focused on adoration.
- 2.) The Head Coordinator, Division Leaders and Database Manager should share their contact information with one another for the purposes of organizing adoration.
- 3.) Besides using the CC line for email addresses when necessary for communications amongst this core coordinating team, for bulk emails to adorers, adorer names and email addresses should remain private in the BCC line of emails.
- 4.) Adorer information should not be shared or used for any other purposes than organizing adoration here.

## **ADORER SCHEDULING SYSTEM:**

At or before the first organizational meeting discussed above, your coordinating team should select a Database Manager. This job can be started by one person and later delegated to someone more permanently. Options to organize adoration information digitally:

- 1.) Our organization has on our website under “Key Coordinator & Parish Resources” a free Microsoft Excel *Schedule of Adorers* compatible with PCs or Mac/Apple computers for all of your adorer data. The data flows cohesively and it creates pages to print out *Adorer Sign-In sheets* to place in a binder at the back of the chapel. It is compatible with PCs or Mac/Apple computers. Contact us for a copy: <https://perpetualeucharisticadoration.com/coordinator-resources/> 416-527-0839 [perpetualadoration@outlook.com](mailto:perpetualadoration@outlook.com)
- 2.) You can reduce the total number of coordinators needed to 1-3 people by using [AdorationPro](#) digital adoration scheduling software! please use our link so we can get a referral commission and you will receive a discount: <https://web4u.forms-db.com/view.php?id=1861174>
- 3.) [Adoration Servants Free Scheduling Software](#)

## **FILLING OUT SCHEDULES:**

### Division Leaders

- 1.) After the Organizational Meeting, each Division Leader fills out their division schedule by calling the people who have signed-up for an hour a week in their time division.
- 2.) Confirm and record the name, phone number and email addresses of the adorers who have committed for each hour on the Division Leaders schedule. A pencil is recommended because a number of changes may be need to be made before the schedule is finalized.
- 3.) The Division Leader should first call those people who, on their Invitations, indicated a specific day and hour and then those who checked either a day or an hour and finally those who only checked the time division. (Going from most specific to least specific.)

## **TELEPHONE CALLS:**

### Head Coordinator

- 1.) Call those that signed up to help coordinate the adoration, but did not attend the Organizational Meeting, to ask or assign them to be an Hourly Captain for a vacant hour. Complete the List of Hourly Captains.
- 2.) Let the appropriate Division Leader and Database Manager know of any new Hourly Captains as soon as you confirm. If you do not find enough Hourly Captains (24 if 24 hours of adoration) to complete the List of Hourly Captains, the Division Leaders should ask other adorers to become Hourly Captains.

### Division Leaders

When you call people who have accepted Our Lord’s invitation to spend an hour a week with Him, please follow these guidelines:

- 1.) Thank them for wanting to sacrifice an hour of their busy week.

- 2.) Ask them to indicate the day and hour desired, or whether they would be willing to take an hour that needs to be filled.
- 3.) Be encouraging and supportive. Tell them how much adoration means to you and others. Tell them that once they start, they will begin to look forward to making their holy hour each week. Remind them of a few of the blessings that come from perpetual Eucharistic adoration.
- 4.) If there is a need, ask adorers if they would be willing to be an Hourly Captain and explain the role. The Hourly Captain is a contact person for one of the 24 hours of the day, throughout the week. It involves making some phone calls occasionally. A copy of “The Role of The Hourly Captain” will be provided in their “Adorer Welcome Information Kit” they will receive at Kick-Off meeting (and you could send it to them). Notify Head Coordinator and Database Manager of any new Hourly Captains. Division Leaders train new Hourly Captains from the handout.
- 5.) With each phone call, ask each new adorer if they would be willing to take an extra hour if needed.
- 6.) Confirm their addresses, postal codes, cell phone numbers, and e-mail addresses for the Database Manager.
- 7.) At the end of the call, ask if they would further serve as a substitute. Tell them the choice to say yes or no if they are ever called, is entirely up to them each time. Determine the specific time and day they might be available, so the requests will be pertinent to their schedules, i.e., Monday, Wed, Friday – 1 p.m. to 8 p.m.

#### Head Coordinator, Division Leaders and Database Manager

- 1.) About 1-2 weeks after the first Organizational Meeting, after Division Leaders have filled out their Division Leader Schedules as much as possible, they are to contact or meet with the Head Coordinator to arrange to fill the open hours on the schedules. Have these hours filled by those people who did not indicate a specific time division on their Invitation form or checked off more than one time division.
- 2.) The Head Coordinator leads meeting (or Adoration speaker could do this over the phone or Internet).
- 3.) A copy of the Division Leader Schedules should be given to the Database Manager to complete the Master Adoration Schedule and to print out the daily and weekly Adoration Sign-In sheets to be kept in a binder at the chapel entrance.
- 4.) The Head Coordinator and pastor should have copies of the Master Adoration Schedule, and a copy should be available in the chapel.
- 5.) The Head Coordinator schedules a date for a follow-up meeting within three months of the Adoration start date with Division Leaders and Hourly Captains being invited.
- 6.) Once the pastor sees the results (i.e., 500 parishioners committing to a weekly hour) he makes the final decision on the weekly schedule of hours for the adoration program at his parish.

#### **HOURLY CAPTAIN CHARTS:**

##### Division Leaders

- 1.) Once Division Leader Schedules are completed, Division Leaders fill out an Hourly Captain Chart for each of their (six for 24 hour adoration) Hourly Captains in their time division. Give a copy to the Head Coordinator, Database Manager (and eventually the appropriate Hourly Captain) with the names, phone numbers and email addresses of the adorers in their hours/prayer teams.

- 2.) A copy of the chart for their hour, the hour before and after is included in each new Adorer Welcome Kit.
- 3.) If time permits, the Database Manager may be able to provide the completed Hourly Captain charts using the Adorer Scheduling Program.

## **INFORMATION DISSEMINATION:**

Head Coordinator, Division Leaders, and Hourly Captains

- 1.) Information and instructions about perpetual Eucharistic adoration are passed on from the Head Coordinator to the Division Leaders. The Division Leaders then inform their Hourly Captains who, in turn, inform their adorers.
- 2.) Each new adorer should receive the following information (chapel particulars) from their Hourly Captain and at the Kick-Off meeting prior to start of adoration. This information will be provided in the “Adorer Welcome Kit” handed out at and explained at the meeting. (Copies for those unable to attend a copy can be left for pick up in an envelope at the adoration chapel or maybe at weekend Masses before adoration starts).
  - a. Starting date of perpetual adoration
  - b. Location of the chapel
  - c. Parking arrangements
  - d. Security arrangements
  - e. Location and use of telephone
  - f. Location of restroom
  - g. Names and phone numbers of adorers and how to exchange days or hours with them for replacement
  - h. Name and phone numbers of adorers for hours immediately preceding and following theirs for replacement purposes
  - i. Name and phone number of Head Coordinator, Division Leader, and Hourly Captain
- 3.) The following is explained to each adorer:
  - a. The importance of their commitment
  - b. They must log in and out of the sign-in book so the pastor is assured that each hour is covered.
  - c. They should not, unless absolutely necessary, leave the chapel until the next scheduled adorer arrives. The Blessed Sacrament must not be left alone. They are Adorers and Guardians of the Eucharist.
  - d. If an adorer is unable to keep his or her holy hour, the adorer will
    - Ask a family member, or friend to cover the hour. This is a valuable tool to generate new adorers.
    - If a family member, or friend is not available to cover the hour, then the adorer should contact his/her prayer partner (adorer with the same hour) to assure their presence.
    - If this fails, then he/she should find a substitute. They may want to exchange hours with an adorer that has the same hour on a different day or the hour before or after their hour. The adorer before and after their hour may be willing to do an extra half an hour one week. They may offer to do an extra hour on another week if another will cover their hour on the week they will be absent.
    - If unable to get a substitute or arrange an exchange, the adorer should contact the Hourly Captain.
    - If this fails, the adorer should contact the Division Leader.
    - Lastly, if unsuccessful, contact the Head Coordinator.

## KICK-OFF MEETING:

### Preparations:

- 1.) The Head Coordinator confirms a meeting date, approximately two weeks later and a couple weeks before adoration begins, with all Adorers.
- 2.) The Head Coordinator ensures that an Announcement is made at all Masses on the week inviting all adorers to this meeting. Division Leaders ask Hourly Captains to call adorers to invite or remind them to attend this meeting.
- 3.) The Head Coordinator and Database Manager could also send out a bulk email reminder. Adorer emails should not be publicized in bulk emails, but only be placed in the hidden copy line (BCC) not the recipient line (CC) where others can see them. Since people miss reading emails, calls are the priority.
- 4.) Head Coordinator arranges for photocopies to be made of the following documents, possibly at the parish office:
  - On our website under Coordinator and Parish Resources, there is an [Adoration Chapel Particulars Template](#) to edit the last two pages in [Adorer Welcome Information Packet](#)
  - After finalizing and confirming the “Chapel Particulars” page with the pastor, provide a copy of the “Adorer Information Welcome Kit” for each adorer. Label it with name of each adorer so you will know who could not make it to the meeting. Leftover copies could be given out at the parish office, weekend Masses, mailed out or left in the adoration chapel for new adorers to pick up.
  - Attach the completed Hourly Captains' Weekly Chart, one for the adorer's hour, the hour before their hour and the hour after their hour: [Hourly Captains' Weekly Chart](https://perpetualeucharisticadoration.com/wp-content/uploads/2019/01/Hourly-Captains-Weekly-Chart.pdf)  
<https://perpetualeucharisticadoration.com/wp-content/uploads/2019/01/Hourly-Captains-Weekly-Chart.pdf>

### Kick-Off Meeting Agenda - (Head Coordinator (or pastor if he wants) leads meeting

- 1.) Upon entering the meeting Adorers are directed to their appropriate time division and hour. You could have 24 stations or tables, one for each hour and the Hourly Captain can be there.
- 2.) Welcome and thank everyone. Introduce Pastor, Head Coordinator and Division Leaders.
- 3.) Pray the prayer of Consecration to Our Lady of the Blessed Sacrament.
- 4.) Start date is announced.
- 5.) The Head Coordinator (or pastor if he wants) reviews with the entire group the information contained in the Adorer Welcome Information Packets, most especially the pages: Chapel Particulars, Adorer Practical Tips & Responsibilities”, Guidelines for Chapel Conduct, Rules For Chapel Conduct and Emergency Procedures.
- 6.) Head Coordinator should mention and have Coordinators and Captains record the date of their follow-up meeting (make it 3-4 months after adoration starts).
- 7.) End of meeting. Arrange for those unable to attend meeting to pick up their Adorer Welcome Packet (i.e. at back of church at Mass before start of PEA, parish offices, the adoration chapel, by regular mail).

## **ADDITIONAL REMARKS FOR HEAD COORDINATOR AND DIVISION LEADERS**

- 1.) Schedule perpetual adoration to begin within 4 to 6 weeks on a special feast day or Solemnity if possible.
- 2.) Within a week of the start up date at the Kick-Off meeting before inauguration of perpetual Eucharistic adoration, each Hourly Captain meets with their adorers and introduces them to each other and this facilitates ease with substitution.
- 3.) For emergency purposes, there should be a telephone in or near the chapel with a Master Adoration Schedule accessible.
- 4.) There could be another meeting of Head Coordinator, Division Leaders and Hourly Captains before adoration starts to ensure everyone has a clear understanding of their duties and to go over last minute details.
- 5.) In order to maintain the organizational team (Head Coordinator, Division Leaders and Hourly Captains) it is critical to have regular quarterly meetings to share information on the status of the overall adoration program. Communication in these quarterly meetings should be transmitted from the Hourly Captains to their respective Division Leaders and from the Division Leaders to the Head Coordinator. If anyone in a leadership position is no longer able to fulfill their responsibilities, a replacement from their team or division is recommended.
- 6.) In future, whenever new adorers are added, give them an Adorer Welcome Kit with the personalized Hourly Captain Weekly charts to facilitate substitution. This Kit can be prepared by the Head Coordinator in cooperation with the specific Division Leader and Hourly Captain who will welcome the new adorer.
- 7.) The Head Coordinator and coordinating team will be given complementary access to the online Coordinator Resources on our website: [www.perpetualeucharisticadoration.com](http://www.perpetualeucharisticadoration.com). These will help with chapel organization and maintenance. These resources include parish bulletin inserts and ideas for ways to attract additional adorers. Please email or contact us for access.
- 8.) Those who signed up at Mass were informed that they would be called and submitted their contact information for the purposes of organizing adoration. If at any time, an adorer requests their name and number not be shared with others for adoration, comply with their request. In this case, they can be listed in the Sign-In book as Scheduled Adorer 1, Scheduled Adorer 2 etc. If you have a publicized parish privacy policy, you could ask adorers to fill out a consent to sharing of information form. Samples are included on at this page: <https://perpetualeucharisticadoration.com/extra-coordinator-parish-resources-database/>

### **REMINDERS BEFORE ADORATION STARTS:**

- 1.) Head Coordinator or Database Manager - place your Adorer Sign-In binder at the chapel entrance. This can be produced using the *Schedule of Adorers* Excel spreadsheet, noted above, that we email/provide for you.
- 2.) You may also want to place copies of following these forms:
  - [Prayer Requests/Petitions Form](#)
  - [Testimonies of Prayers Answered Form](#)
  - [Sign-Up for a weekly Holy Hour forms](#)

## PARISH WEBSITE PROMOTION:

- 1.) Start to promote adoration on your parish website, for example, adding a big Monstrance to your main page shows that Eucharistic Adoration is important and a priority.
- 2.) Eventually, you can add more information about adoration, an online sign-up or contact, and photos of your chapel.

## WAYS TO ATTRACTS MORE ADORERS (documents on our website):

- [Attracting New or More Adorers](#)
- Print a quote each week in your parish bulletin: *Eucharistic Quotes for Bulletins*
  - <https://1drv.ms/x/s!AmSZIHYofYjxinSryL0bDKZJUyIu?e=xgqZzb>
  - See *Extra Coordinator Resources* for many more quotes.

## MORE AND ONGOING ADORER FORMATION:

Having an adoration quote section in your parish bulletin helps to retain and inspire adorers. Many sample are provided on our website and on the Internet. For more resources, see [Extra Parish & Coordinator Resources](#) <https://perpetualeucharisticadoration.com/extra-coordinator-parish-resources-database/> You may want to refer to them in future for more information once you start your adoration. You'll need to focus on scheduling adorers as a priority during the time before adoration begins.

If time permits, following the Sign-Up, it is entirely optional, but one or two recollections with exposition of the Blessed Sacrament could be provided on two evenings right after the weekend. This can be an experience of a Holy Hour before the Blessed Sacrament, with some reflections on how to adore and pray and a time for silence. Many parishioners will not have spent much time in adoration and prayer, so this formation can help them to simply enjoy spending time with Jesus, where He will lavish them and the parish with abundant Eucharistic graces.

Links on our website for more ideas and resources:

- [Click here to order Eucharistic printed materials](#)
- [Adoration for Children & Youth](#)
- [Adoration for Pro-Life Intentions & Groups](#)
- [Daily Holy Hours for Religious](#)
- [Daily Holy Hours for Clergy & Seminarians](#)
- [Increasing Adoration in Every Diocese](#)
- [Directory of Adoration Sites](#)
- [Gallery & Slideshow of Adoration Chapels \(can you submit a photo and little story about your chapel?\)](#)
- [Click here to order a parish starter pack of chapel veils/mantillas](#)
- [Click here to order St. Peter Julian Eymards 9 volume library set](#)

**BE CONFIDENT! PERSEVERE IN YOUR LABOR OF LOVE FOR JESUS AND HIS HOLY CHURCH!**