

INSTRUCTIONS TO PREPARE FOR SIGN-UP WEEKEND/CAMPAIGN

Suggested timeline: For start-ups, unless it is a small expansion or revival, allow 4-6 weeks (or longer) for promotion/pre-evangelization before your sign-up weekend and 4-6 or 8 weeks (or longer) after the weekend for organization (before your adoration expansion start-up date). It depends on how large your parish is and what your goals are and how many scheduling calls need to be made after the sign-up. If everything is ready and organized sooner, you could start your new adoration schedule earlier.

CONFIRMATION CHECKLIST - Please do, or delegate the following, prior to your sign-up weekend:

- **Schedule your Sign-Up Weekend date:** Confirm weekend date of a visiting or parish clergy or lay person to speak on Adoration and deliver the Sign-Up Instructions at all Masses. (Plan for 4-8 weeks of promotion/pre-evangelization before the weekend, 2 weeks at bare minimum).
- **Confirm who will deliver the Adoration Sign-Up Sermon of Lay Presentation:** Our apostolate can consult with you to confirm the individual who will deliver the Sign-Up appeal/testimony with accompanying Instructions at all weekend Masses. We can provide [One of our Sample Sermons for your Eucharistic Adoration Sign-Up Weekend which parish clergy can preach](#) proven to be successful which includes the sign-up instructions or a lay appeal ([Lay Sign-Up talk](#)) your parish laity could deliver. Otherwise, we send a missionary to the parish for the weekend. Please contact us to confirm.
- **Confirm date, time and location of Organizational Coordinating Team Meeting:** The meeting will cover the document *Perpetual Eucharistic Adoration Organizational Guidelines – Coordinators Kit* on our [Vital Coordinator & Parish Resources](#) webpage. It can be led by one of our missionaries (either in person, via the Internet, speaker phone) or someone from your parish, on the Sunday or Monday night (or any other day if we are helping remotely) at 7pm, or another convenient time, immediately following the sign-up weekend.
- **Adoration Coordinating Team:** Please do your best to select a confirmed or potential Head Coordinator (1-2 persons) and core adoration coordinating team members (i.e. 4-5 enthusiastic people to be 4 Division Leaders and a Database Manager) and invite them to the meeting. If this is impossible, they will need to be selected on the weekend in consultation with you. More will elect to help on the sign-up form.
- **Week 1** [Our Parish Has Launched a Eucharistic Adoration Campaign Announcement \(Editable Doc | Canva\)](#)
- **Week 1 until campaign end – at Masses during announcement time or immediately after the Final Blessing, pray as a parish out-loud the “Parish Prayer for Eucharistic Adoration”** (Below | [PDF](#) | [Cards in Shop](#) | [Stickers in Shop](#) | [Canva](#)): or “Prayer for Eucharistic Adoration and Frequent Communion” (Below | [PDF](#) | [Cards in Shop](#) | [Canva](#)), or “Parish Adoration Renewal Prayer” (Below | [PDF](#) | [Cards in Shop](#) | [Canva](#)) or [Prayer of Consecration to Our Lady of the Blessed Sacrament](#) or [Prayer for Perpetual Adoration](#). Photocopy, put prayer cards in pews or hymnal racks etc., put stickers in hymnals, for parish bulletin and social media, hand-out etc. Encourage people make sacrifices for the success of adoration at your parish.
- **1-2 Weeks before scheduled Sign-up Weekend use Bulletin/Pulpit Announcement:** Print the notice included in this kit below in the parish bulletin, e-messages and have it announced at all weekend Masses. Adapt details as needed. Mandatory: [1-2 Weeks before Sign-Up Weekend: Bulletin Pulpit Announcement \(Editable Doc\)](#)
- **HAVE ENOUGH COPIES OF SIGN-UP INVITATION FORM MADE:** [Sign-Up form version 1 - Invitation to a Weekly Holy Hour \(2 on a page\)](#) Have a volunteer or parish staff make enough copies of the

Invitation as the total average number of communicants at all Masses combined (divide in half as there are two invitations per sheet). Do not change the Invitation, as it was intentionally designed that way. A good guideline is to make at least as many copies as the number of parish bulletins you usually have printed, plus extras. Since there are two copies of the Invitation on the 8.5" x 11" page, cut each sheet in half to make two Invitations. Have these ready **before** the weekend. If you prefer one that lists days and hours of the week (instead of just the four time divisions) or a customized form with specific days/hours only to get a more specific survey, contact us or find alternatives in Endnote 1 [Vital Coordinator & Parish Resources](#) webpage.

- **HAVE ENOUGH GOLF PENCILS READY:** If you invite us to do the Sign-Up weekend in person at a proximate location, we will let you know that we are bringing pencils in plastic bins. Otherwise, small pre-sharpened golf pencils should be purchased in advance for the parishioners to sign-up on the Invitations at Mass. Please ensure that there is one full box of small pre-sharpened golf pencils per usher in shoe box sized plastic bins (dollar stores have these), ready before the weekend. There are only 144 pencils/box, so if you print 1000 bulletins per week you will need 8 boxes of pencils. If you have 2 sections of pews, you will need 8 (2 per side) plastic bins to make the sign-up go quickly unless it is a very small parish. **It is imperative that the pastor's delegate or secretary purchase, prepare and place the plastic collection bins that have both pencils and copies of the Invitations in them at the back of the church for the ushers 15 minutes before the first Mass (i.e. by Saturday afternoon)!**
- **CONTACT HEAD USHER:** Please ask your head usher to inform all ushers prior to your Adoration Sign-Up weekend that before each Mass they should gather 15 minutes before all Masses on the Sign-Up Weekend to await instructions. These instructions on how to pass out Invitations and pencils at each Mass will be given by the visiting speaker if we are sending one. If we are not sending an adoration speaker, please designate a volunteer or confirm that the Head Usher will deliver the "Ushers/Volunteers Instructions for Adoration Sign-up Weekend" included in this Kit or at this link: [Ushers Instructions for Sign-Up Weekend](#). Have two ushers or volunteers for each side of each section of pews, i.e. four people for each section.
- **OTHER PHOTOCOPIES TO MAKE BEFORE THE SIGN-UP WEEKEND TO BRING TO THE ORGANIZATIONAL MEETING:** If we send a missionary for the weekend, we will bring these for the Organizational Meeting. Otherwise, print and bring to your organizational meeting:
 - *From the "Perpetual Eucharistic Adoration Organizational Guidelines – Coordinators Kit" on our [Vital Coordinator & Parish Resources webpage](#)*
 - Up to 30 copies of pages 1-7 stapled together (sticky note: one for every person who will attend meeting)
 - 7 copies of pages 8-14 stapled together (sticky note: for clergy, 1-2 Head Coordinators, 4 Division Leaders)
 - 2 copies (sticky note: 1 for Head Coordinators, 1 to be shared by 4 Division Leaders) of the [4 Division Leader Schedules \(Morning, Afternoon, Evening, Night\) in Microsoft Word format - for completing on computer or by hand](#). (Here is [another version that needs to be printed at 90% size for these 4 Division Schedules to fit on 8.5 x 11" pages](#))
 - 5 copies (sticky note: 1 for each Division Leader, 1 for Head Coordinator): [Division Leaders Script for initial scheduling calls](#) (this is based on the guidelines page 9-10 of the Organizational Guidelines Kit, for those who need or prefer a script)
 - If you used an Invitation that lists specific days and hours included in Endnote 1 below, one copy of this [Tally Chart - Hours Sheet](#). If you have time before the meeting, use the completed Invitation (sign-up) forms to fill out this chart. Share the results at the meeting.
 - At least 1 copy (sticky note: for Head Coordinator and team): [Attracting New or More Adorers](#)

- 1 copy [Organizational Meeting - 4 Table signs](#) to place on 4 tables/areas. If possible, before the meeting have four or five tables set up in the room, one for each time division you will have (i.e. if no Night adoration, omit Night sign/table).
- At least 1 copy (sticky note: for Head Coordinator) of [Outreach calling script](#) - your team could use to call all parishioners on parish lists who may be away from church and the Sacraments or who are not already scheduled adorers
- 1 copy (sticky note: Head Coordinator) - [Agenda for 2nd Meeting for Core Team after calls are made](#)
- Pencils
- 1 copy of a Coordinators Meeting Attendance sign-in page (our Free Microsoft Excel adoration scheduling system below includes one: [Schedule of Adorers database \(for up to 15 adorers per hour\) – Plus Coordinator & 1st Adorer Lists](#)
- *Schedule of Adorers database with first adorer list – if we send someone in person, we can prepare this with all the data and digitally share with your head coordinator once selected.*
- 1 copy (sticky note: for Head Coordinator) Additional bulletin Insert: [Our New Adoration Schedule Begins this Week! \(Editable Doc | PDF | Editable Canva template\)](#)
- [Document](#) on how to use [AdorationPro](#) scheduling system if you want to consider trying it.
- *Optional:* name tag stickers with pens or markers to fill them out (or you can make most before if you know who may be attending the meeting.)
- In future, once all of the hours have been scheduled you can give this to the 24 Hourly Captains - much of the info. is in the Adorers Welcome Kit below: [Hourly Captains call script for once adorers are scheduled](#)
- **After the sign-up is completed, make a back-up photocopy of all completed Sign-up forms/Invitations:** This should be made and given to the head coordinator, marked “Backup copy”. If our missionary visits the parish in person for the Coordinators Organizational meeting, they bring the completed Invitations. If not, bring copy to the coordinator organizational training meeting with the “Originals” to be kept in a safe place.
- **ADAPTATIONS:** As outlined, paper/pencils are very effective. If their use is banned, adapt your sign-up methods as needed to text message, website/online, phone, email and at a table etc.
- **DETERMINE A TARGET ADORATION START-UP DATE:** Depending on the number of adorers to be contacted and the possibility of scheduling it on a special feast or saint’s feast day, this date is usually four to six or even eight weeks after Sign-up Weekend. Scheduling calls must be completed first, so if large parish this could take two months depending on the response of the sign-up.
- **After the sign-up weekend, before the actual Adoration begins,** the parish needs to have a physical chapel or place for Adoration ready: “Pastor’s Guidelines for Adoration Chapel Preparation”.
- **BEFORE YOUR SIGN-UP WEEKEND DO TWO TO SIX (MORE MORE) WEEKS OF MARKETING/PRE-EVANGELIZATION/CATECHESIS TO MAXIMIZE YOUR SUCCESS.** It is not absolutely mandatory but highly recommended if time allows. Please do as much as you can.

Parish Bulletin Inserts (and/or promote via website, social media etc.): Prior to your Sign-Up weekend, insert copies of Eucharistic materials into parish bulletins (and/or share via social media), one per week. Print, insert, handout or share online copies. Use two to make a double-sided insert:

- Mandatory: [1-2 Weeks before Sign-Up Weekend: Bulletin & Pulpit Announcement \(Editable Doc\)](#)
- [Week 1 Preach/Announcement/Bulletin Insert: Our Parish Has Launched Adoration Campaign \(Doc\)](#)

- [Week 2 What is the Eucharist? What is Adoration?](#) (double-sided)
- [Week 3 Adoration A Call to Holiness & a Personal Relationship with Jesus](#) (single-sided)
- [Week 3 He is Waiting for You in Eucharistic Adoration](#) (single-sided)
- [Week 4 Twelve Biblical Reasons for Spending an Hour with Jesus](#) (single-sided) This can simply be read by parish clergy or used to build a homily about the entire Bible being a witness or testament to Christ: the same yesterday, today and always; truly, bodily and personally present in the Most Blessed Sacrament.
- [Week 4 Twelve Church Teaching Reasons for Holy Hours](#) (single-sided) Pastor can read or use these reasons to build a homily regarding essential teachings about the Eucharistic Mystery, as found in the Catechism of the Catholic Church. This discussion can be put into the framework of the Eucharist being a three-fold Sacrament – Sacrifice, Communion and Presence – and that truly living the Eucharistic Mystery, which is the essence of the Christian life, requires us to live all three parts of this inseparable Mystery.
- The week 4 tracts could also be distributed to enable each parishioner to reflect upon the message in order to better appreciate the importance of his or her participation in the program.
- [Week 5 PEA Call to Adoration Flyer](#) (single-sided)
- [Week 6 How to Make a Holy Hour flyer \(PDF single-sided | Shop 200-400 Holy Cards, Free ship, English, French, Spanish | Canva\)](#)
- [Our New Adoration Schedule Begins this Week! \(Editable Doc | PDF | Canva template\)](#)
- Good insert for an adoration booster/renewal weekend: [The Value of Sacrifice](#)
- See Endnote 2 in our [Vital Coordinator Resources](#) for additional and alternative materials
- [Flocknotes, e-messages or web-notices, sample promo messages](#)
- [Order Eucharistic pamphlets in our website's shop](#) such as <https://perpetualeucharisticadoration.com/product/eucharistic-adoration-packs-of-100-pamphlets/> Allow at least 4-6 weeks from order date for delivery in case of delays!
- Promote via social media graphics, [Posters \(Canva template | Zipfile PNG\)](#), banners, lawn signs, billboards, books etc.: See Endnote 3 in our [Vital Coordinator Resources](#) for samples and materials in our [Shop](#).
- [Sample banner or advertisement: "Perpetual Adoration Ministry" with QR code for sign-up](#)

Testimonials: Ask/invite parishioners to submit brief written or adoration testimonial videos (i.e. 1-2 mins) and promote them. Set modest video dress code to safeguard of chastity i.e. crew neck or high neckline, cover cleavage, nothing see-through, cover knees and midriff, no tank tops, not seductive etc.:

- [Eucharistic Adoration Testimonial Template](#)
- Promote [Adoration Testimonials & Videos](#)
- [Testimonials](#)
- [Eucharistic Adoration Sign Up Testimony \(5 min read\)](#)
- [Encountering Christ in Eucharistic Adoration sign-up testimony \(5 min read\)](#)
- Quotes of [Saints and popes on Benefits of Adoration](#) are also testimonials. More here: [Quotes on the Most Blessed Sacrament](#)

Preaching and Catechesis: For 1-8 weeks before the weekend, although not obligatory, when parish clergy show interest by preaching and teaching on the Eucharist and Adoration it is very effective for motivating people and maximizing success of the Sign-Up and whole program. Any of the above, even if also used as bulletin inserts, can be homiletics. More homiletics are included at these links:

- [Marketing: Sermon Talking Points Promoting Eucharistic Adoration](#)
- [What is Perpetual Adoration?](#)
- [Reasons for Perpetual Eucharistic Adoration](#)

- [More Reasons for PEA](#)
- [Eucharist - Sacrament to be Adored, St. Pope John Paul II](#)
- [See Endnote 2 on our Vital Coordinator Resources and our website for more samples](#)

Optional Additional Marketing Tools & Methods for Recruiting Adorers

- [Posters \(Canva template | Zipfile PNG\)](#) - Place posters on parish bulletin boards, doors, walls
- [Attracting New or More Adorers](#)
- [Goals for Parish Adoration checklist](#)
- As outlined in our preparation kit above, if possible, have a paper/pencil (card/pen) sign-up weekend since it has been a most efficient and effective which is completed *during* all of the sign-up weekend Masses to maximize number of parishioners that sign-up for a weekly holy hour. If pastor will not permit sign-up weekend, to fill just a few hours, or if you prefer and have the time, personally call everyone on parish lists using this [Sample Telephone Contact Script](#) or [Sample Outreach Telephone Calling Script](#). This method requires phone numbers. It usually takes longer to get results than having the paper and pencil sign-up weekend where everyone signs-up at once, unless you have a small parish. The telephone scripts could also be used to reach those who missed the sign-up weekend or if you want to revive adoration by reaching out personally to all on parish lists who are not already signed up. Calling every parishioner is a neat idea if you have the time and prefer this over paper and pencil sign-up.
- Send regular mail letter or postcard to all parishioners not already signed up asking them to do so. A few samples are below and you can design more on Canva. You can design and order them online or contact us to custom make and ship from the USA or Canada.
- [Pew postcards \(Canva template\)](#) - Endnote 3 below has more info/samples
- [Make social media posts, share graphics on your website, emails, social media accounts - see graphics in Endnote 3 below.](#)
- Experience of Adoration: Some experience/encounter/adoration night or themed Holy Hours possibly including a reflection or with silence could be offered prior to the weekend as part of your pre-evangelization and adorer formation. Eucharistic reflection mornings or parish conferences can give people a taste of adoration and ask them to sign-up.
- Lead a guided holy hour to invite/introduce newcomers to adoration. Provide copies so people will pray along such as: [Eucharistic Holy Hour with Imprimatur](#). Sample format a coordinator used - [Introduction to Adoration - Guided Holy Hour](#). She published this with her name where there is an X: "Intro to Adoration - 6 p.m., [date]. Everyone who would like to know more about how to pray in Adoration is invited to attend a Holy Hour guided by X."
- Invite [bishop to bless your adoration/chapel](#). Announce in advance that this will take place on your [adoration inauguration launch date](#).
- [Have your adoration ministry coordinating team wear and offer parish adoration merchandise](#) while promoting at Masses and events.
- [Consider giving free promotional products, such as t-shirts or something lower cost, to all who sign-up as an incentive or sell them.](#)
- Contact a local Catholic radio or tv station and do an interview
- [Use signage - some low cost custom banners and flags can be ordered online or locally](#)
- [Install a highway billboard](#)
- Write and send out a diocesan, local newspaper or media outlet press release: [Sample Press Release](#)
- Write an article about your parish adoration for your local diocesan or other news or media outlet. [Post on your parish website](#). We could help you with that and/or author it. Inquire about your media outlet's requirements for number of words etc.. Submit it to us for posting on our [Gallery of Adoration Chapels](#) and e-newsletter. Here is a detailed sample: [St-Oscar-Romero-starts-perpetual-adoration.pdf](#)
- Invite parishioners to a meal or refreshments (a pot-luck social is one option) and promote adoration at this event e.g. [Adoration Videos](#)

- [Coronavirus Adapted Sign-up methods](#) - used when paper/pencils were banned (or call everyone on parish telephone lists)
- Posters: webtools.kolbenet.com/shopcart.php?n=4&cat=Posters
- Posters: [Eternal Life Catechetical Materials by Fr. John A. Hardon, SJ. Catholic Teachings Roman Catholic Church](#)

ADORATION SCHEDULING SYSTEM OPTIONS

Three options you may want to choose from:

Use our Free Microsoft Excel adoration scheduling system: [Schedule of Adorers database \(for up to 15 adorers per hour\) – Plus Coordinator & 1st Adorer Lists](#) The data you add flows into printable daily/weekly adorer sign-in sheets to be placed in a sign-in binder at your chapel entrance. This database/workbook helps you to compile a list of adorer emails and phone numbers, so you can send emails and texts if needed. It does not include automated texts, emails or calls for substitution and messaging. Give the above link or copy of this database to your Database Manager. For the organizational meeting, print only the sheet in this database on the far right called “Coord Mtg Sign-in” to take attendance of those interested in helping to organize the adoration. Before the meeting, if time, type in the data for those who want to coordinate or who were invited to the meeting. [You can add an online sign-up form like this to your parish website](#) or add a free Google survey/doc to your parish website to create an online sign-up.

[AdorationPro](#): Otherwise, for a significant amount of scheduled adoration, to run adoration with fewer coordinators or for more automation, we recommend [AdorationPro](#). [Here is a document](#) on how to use the [AdorationPro](#) scheduling system. If you would like to try it, please [enrol using this referral link form here](#) which is also included at our [AdorationPro webpage](#) – then you will get a discount and it will help our Apostolate. Once you enroll, they will contact you to set it up for you. If instead you sign-up directly on AdorationPro’s website, please choose the product you want, then select the word “Other” and write into the line beside it: “EA referral” and they will apply the discount. Become one of our first referrals! When adorers need a substitute, they can request one via their mobile phone, Ipad, computer, which eliminates the need for most phone calls. Those willing to be an occasional substitute, can select and change their days and hours of availability at any time. Initial scheduling calls after the paper and pencil sign-up weekend will still need to be made by your coordinators though. AdorationPro above does not require adorers to use passwords or user accounts to request substitutes through their phone. To learn more about it and for training purposes see our [AdorationPro webpage](#).

[Adoration Servants free adoration scheduling software](#): If you want some automation, with monthly fees, this free version offers automated emails and texts. Adorers who want to use it to request a substitute need to log in with their password. Contact Adoration Servants before the weekend or send them your data after to set it up.