

Perpetual Eucharistic Adoration

# ORGANIZATIONAL GUIDELINES



# Commitment to Perpetual Eucharistic Adoration

Each adorer commits to being a critical link in an unbroken chain of love offered to Jesus in the Blessed Sacrament whereby the parish enthrones Him King by giving Him the honor and glory due His name through perpetual Eucharistic adoration. By means of perpetual adoration the community gives great honor and glory to the Lord because, “worthy is the Lamb that was slain to receive power, riches, wisdom, strength, honor, 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 labor 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 I am God.” (Ps 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

Coordinator(s)

1. Oversees the adoration program and ensures all aspects are correctly observed according to Canon Law and to the wishes of the pastor.
2. Works with **Database Manager** on a regular basis to keep the Master Adoration Schedule up-to-date.
3. Strives to have at least two or more adorers for each hour.
4. Conducts the organizational meetings before initiation of perpetual Eucharistic adoration.
5. Maintains the flow of communication at all times and disseminates information to the Division Leaders, Hourly Captains, and adorers so that the adoration program runs smoothly.
6. Conducts meetings with Division Leaders and Hourly Captains as needed.
7. Designates a liaison to the parish office for contacting new parishioners about the adoration program.

<b>Division Leader</b> Night 12 AM - 6 AM	<b>Division Leader</b> Morning 6 AM - 12 Noon	<b>Division Leader</b> Afternoon 12 PM - 6 PM	<b>Division Leader</b> Evening 6 PM - 12 Midnight
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|---|--|
| 1. Responsible for initial scheduling process.  | 3. Assists Coordinator as needed.          |
| 2. General oversight of division and schedules. | 4. Maintains contact with Hourly Captains. |

<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)	<b>Hourly Captain</b> (6 total)
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1. 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 an adorer will be present in the hour he/she is scheduled for the 7 days of the week.
4. Checks the sign-in book each week to ensure adorers are attending their scheduled holy hour.
5. Calls adorers whenever they do not attend at scheduled time.
6. **Ensures that each adorer has a clear understanding of the proper method of finding substitutes when they are unable to attend their holy hour in a given week.**
7. Responsible for finding a substitute if adorer is unable to locate someone.
8. Contacts the 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. Ensures that adorers know they can contact each other to find replacements by switching days.

<b>Adorers</b> (6 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. Commits to one holy hour each week and finds a substitute when unable to attend.

Chapel Librarian

Database Manager

# Instructions for Organizing Perpetual Eucharistic Adoration

## FILLING OUT SCHEDULES:

### Coordinator

1. The Coordinator sorts the adoration invitations into five groups according to the time division checked off. There is one group for each time division (morning, afternoon, evening, night) and one group for those who have not indicated a specific time or who checked more than one time division.

### Division Leaders

1. 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. The name and phone numbers of the adorers who have committed for each hour is then recorded on the Division Leaders schedule. A pencil is recommended because there may be a number of changes before the schedule is complete.
3. The Division Leader should call those people first who indicated a specific day and hour, then those who checked either a day or an hour and then those who only checked the time division. (Going from most specific to least specific.)

### Coordinator and Division Leaders

1. After the Division Leaders have filled out their schedules as much as possible, they are to meet with the 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. When the schedules for the time divisions are filled, the Database Manager is given copies to complete the Master Adoration Schedule.

## HOURLY CAPTAIN CHARTS:

### Division Leaders

1. Fill out an Hourly Captain Chart for each of the six Hourly Captains in their time division and give a copy to the appropriate Hourly Captain.
2. If time permits, the Database Manager can provide the completed Hourly Captain charts using the Adorer Scheduling Program.

## TELEPHONE CALLS:

### 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 for the day and hour wanted, 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 them if they would be willing to be an hourly captain and explain the role.
5. With each phone call, ask each new adorer if they would be willing to further serve as a substitute. Tell them the choice to say yes, or no, is entirely up to them depending on each call they may receive. Determine the specific time and day so the requests will be pertinent to their schedules, ie. Monday, Wednesday, Friday – 1 p.m. to 8 p.m.
6. Confirm their cell phone numbers and e-mail addresses for Database Manager.

## INFORMATION DISSEMINATION:

### Coordinator, Division Leaders, and Hourly Captains

1. Information and instructions about perpetual Eucharistic adoration are passed on from the Coordinator to the Division Leaders. The Division Leaders then inform their Hourly Captains who, in turn, inform their adorers.
2. Each adorer will receive the following information from their Hourly Captain at the final meeting prior to start of adoration:
  - 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 switch with them for replacement
  - h. Name and phone numbers of adorers for hours immediately preceding and following theirs for replacement needs
  - i. Name and phone number of Coordinator, Division Leader, and Hourly Captain
3. The following is explained to each adorer:
  - a. The importance of the 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 necessary, leave the chapel until the next scheduled adorer arrives. The Blessed Sacrament must not be left alone. They are adorers of the Eucharist and Guardians as well.
  - d. If an adorer is unable to keep his or her holy hour 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 to ensure their presence. If this fails, then he/she should get a substitute. If unable to get a substitute, the Hourly Captain should be contacted. If this fails, the adorer should contact the Division Leader. If unsuccessful, then lastly, contact the Coordinator.

## ADDITIONAL REMARKS:

1. There should be a meeting of the Coordinator, Division Leaders and Hourly Captains before perpetual adoration begins to ensure everyone has a clear understanding of his/her duties and to go over last minute details.
2. Schedule perpetual adoration to begin within 4 to 6 weeks on a special feast day or Solemnity if possible.
3. Within the week of the start date at the final gathering before inauguration of perpetual Eucharistic adoration, each Hourly Captain meets with their adorers and introduces them to each other to get to know one another to facilitate ease with substitution.
4. For emergency purposes, cell phones can be used.
5. In order to maintain the organizational team (Coordinator, Division Leaders and Hourly Captains) it is important to have regular meetings to share information on the status of the overall adoration program. Communication between these meetings should be transmitted from the Hourly Captains to their respective Division Leaders and from the Division Leaders to the Coordinator. If anyone in a leadership position is no longer able to fulfill their responsibilities, a replacement from their team or division is recommended.

*Be confident. Persevere in your labor of love for Jesus Christ and His Holy Catholic Church.*

# The Role of the Hourly Captain

1. The 24 Hourly Captains are responsible for the adorers who have signed-up 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. It is important to remember to prayerfully support the adorers in their hour and pray for their commitment.
2. For the first two months of perpetual Eucharistic adoration, the Hourly Captain calls each of their adorers the day before their specified time to thank them, encourage them, and remind them of the commitment and the importance of being on time for their specified hour and staying until the next scheduled adorer arrives. After the first two or three weeks the call will change from a reminder to an information obtaining opportunity. 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 contact 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 part in perpetual adoration.
4. The Hourly Captain ensures 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, #4 and #5)
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 once 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 Coordinator of any changes or problems in the schedule such as additions or deletions of adorers to the program.
8. When a new adorer signs up for a holy hour, the Hourly Captain should schedule a time to meet at the adoration chapel to explain the procedures for adoration, review the New Adorer Packet and answer any questions. The New Adorer Packet should contain the following information:
  - Welcome message from Pastor or Coordinator
  - Commitment to Perpetual Adoration
  - Graces and Blessings of Perpetual Adoration
  - Adorer Practical Tips
  - Chapel Guidelines and Emergency Procedures
  - Hourly Schedule and Substitute List
9. Your role as Hourly Captain will be facilitated if you adore in the same hour in which you are a captain, if possible.

“Therefore, encourage one another and build one another up, just as you are doing.”

(I Thess. 5:11)

## Adorer's Practical Tips

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 Blessed Sacrament for your hour.
2. Adorers will be given a copy of the Hourly Schedule for their hour as well as the previous hour and the following hour. Get to know these adorers so you can access them when you need an occasional substitute for your assigned hour. **The relationship between those who share the same holy hour is expressed as “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 for asking someone who is not scheduled is to introduce potential new adorers to adoration. If unsuccessful, immediately contact your prayer partners to make sure one of them will be present, since you will be absent. DO NOT ASSUME they will be present. A direct confirmation is necessary. It is not suitable to rely on a voicemail or text without a response.
4. 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 helpful method is to call adorers in the hour before you, or after you, and ask them to cover your hour, and you will do the same for them when they are in need. You may also ask the adorer before to take the first half-hour of yours and ask the adorer after you to come a half-hour earlier.
5. 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.
6. 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.
7. 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 division will be made available in the chapel. Also, an Emergency List of adorers who are close and can come quickly will be available.
8. If upon completion of your holy hour, you find that 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 then 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 period following the absentee's hour to see if they can make an early arrival.
9. Attend adorer meetings held once a year to share graces and blessings you have received and to develop spiritual friendship with other adorers. Contact Hourly Captain with any special personal prayer intentions.
10. Familiarize yourself with other team members to facilitate ease in asking for substitutes.



# Graces And Blessings Of Perpetual Eucharistic 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 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 helps fallen away Catholics 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)

# Hourly Captain's Weekly Chart

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_ 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:							
E-mail:							
Name:							
Phone:							
E-mail:							
Name:							
Phone:							
E-mail:							

## List of Hourly Captains

Hour	First Name	Last Name	Phone	E-mail
12 AM-1 AM				
1 AM-2 AM				
2 AM-3 AM				
3 AM-4 AM				
4 AM-5 AM				
5 AM-6 AM				
6 AM-7 AM				
7 AM-8 AM				
8 AM-9 AM				
9 AM-10 AM				
10 AM-11 AM				
11 AM-Noon				
Noon-1 PM				
1 PM -2 PM				
2 PM-3 PM				
3 PM-4 PM				
4 PM-5 PM				
5 PM-6 PM				
6 PM-7 PM				
7 PM-8 PM				
8 PM-9 PM				
9 PM-10 PM				
10 PM-11 PM				
11 PM-Midnight				

The Hourly Captain is a contact person who is responsible for one of the 24 hours of the day, everyday throughout the week, i.e. 12 AM-1 AM Sunday through Saturday. The Hourly Captain is responsible for the committed adorers of a specific hour.