



*St Bernadette Roman Catholic Parish*  
 Letter of Instruction  
 For  
**EUCCHARISTIC ADORATION**  
**ADORER INSTRUCTIONS**

Effective: 10 February 2010  
 Revised: 1 February 2011

You are the Guardian of Jesus during your scheduled hour!

1. **Please be sure to arrive on time.** It is important that you keep to your specific hour; i.e., 1:00-2:00PM. If you know you are going to be late, try to call the person before you to see if they can cover for you. If you are late, the time has passed and you cannot “make it up.”
2. **It is important that you sign in each visit.** The sign in book is the white binder by the Chapel door. Put your initials in the space to the right of your name. If for some reason, your name is missing from your hour, write it in and initial next to it.
3. If you are a substitute, write in your name *under the scheduled* adorers for that hour under the column labeled “Scheduled Adorers/Subs” and put an “**S**” after it.
4. If you visit the chapel at a time other than your scheduled hour, your name goes on the visitors’ side, the right side of the sheet under the column labeled “Non-Scheduled Visitors & Phone #.”
5. If your hour is over and a replacement has not shown up in 5-10 minutes, you may leave the Chapel. Please take the following actions:
  - a. Before you go, cover the Monstrance with the white cloth on the counter.
  - b. Let your Hourly Captain know of the absence ASAP, so the absent Adorer can be contacted to resolve any misunderstanding or miscommunication that might have occurred regarding their scheduled shift time.
6. **The Blessed Sacrament exposed in the Monstrance should never be left alone uncovered.**
  - a. If you find the Monstrance covered when you enter the Chapel, please uncover the Monstrance, neatly fold the white cloth in half and place it on the counter by the clock.
  - b. If there is no one else in the Chapel when you are ready to leave, please cover the Monstrance with the white cloth on the counter.
7. If you have internet access, you will receive an email from the parish Eucharistic Adoration Scheduler providing you access to the Volunteer Scheduler Pro (VSP) Web Terminal. Through the Web Terminal you can verify your hours; request a sub; find the contact info for your Hourly Captain and all other Adorers; check the full schedule; and see any open hours where no Adorer is scheduled to serve and, if you so desire, volunteer to fill the opening.

8. **All communications regarding Adoration will normally be sent via email.** If you do not have internet access, a hard copy of the communications will be mailed to you.
9. If you will be on vacation for an extended period of time, please notify your Hourly Captain, your Prayer Partner, and the parish Eucharistic Adoration Scheduler at [volunteers@saintbernadette.com](mailto:volunteers@saintbernadette.com) or at (480)905-0221 x211.
10. You are our “eyes and ears” during your hour. Please share any concerns or needs you become aware of with your Hourly Captain and/or Ministry Liaison.
11. There will be two scheduled prayer days each year for Adorers, one in the late Fall and one in the Spring. Attendance at these is a great opportunity to enhance your spiritual life, to put faces to names, and to get to know other adorers.

### **St Bernadette Adoration Chapel Substitute Procedure**

If you are not able to attend your hour, **you are responsible to find your own substitute.** The more notice you are able to give people the easier it is to obtain a replacement.

1. **Make a sub request through the Volunteer Scheduler Pro (VSP) Web Terminal. If no one responds to your request, you could then:**
  - \*Ask a family member or friend who is not a regularly scheduled adorer. (This person is a potential future adorer.)
  - \*Call a Prayer Team Member. These are all the people who adore at same hour during the rest of the week. See if they can trade days.
  - \*Call the person before or after you. See if they can trade hours. Or if together they can split your hour and each do an extra half hour.
  - \*If you still have not found a substitute, call your Hourly Captain; if you can't reach your Captain, then contact one of the Ministry Liaisons.
  - \*Do *not* call the parish office for a substitute. It is inappropriate to ask office personnel to leave work and cover for you.
2. **Make sure you call your Prayer Partner.** Your Prayer Partner is the second person who adores with you each week. (At this time not all hours have two adorers.) Do not assume your Prayer Partner will be present. Speak directly with your partner to let him/her know when you will not be coming. **Leaving a voice message or an email is not a confirmation that your message was received.**
3. If there is no one available to cover your hour and you are the only scheduled adorer for that hour, please call the person before you so they are not staying waiting for you and they know to cover the Blessed Sacrament and depart when their hour is up.