



St Bernadette Roman Catholic Parish

Letter of Instruction

For

Eucharistic Adoration

Hourly Captain Duties

Effective: 2 February 2010

Revised: 1 February 2011

1. **The Hourly Captain makes sure that new adorers are made welcome and know what is expected of them.** For the first two months of Eucharistic Adoration, the Captain calls each new Adorer once a month on the day before their specified time to thank them, encourage them and remind them of the commitment and importance of being on time for their specified hour.
2. **The Hourly Captain trains his Prayer Team to find a replacement when they are unable to come at their assigned time.** Become familiar with the sub process so you can walk Adorers through their options should they call you looking for a sub. Do not find the sub for them but share what has worked for you. You may take the open hour but you are not responsible to fill the hour should a sub not be available.
3. **The Hourly Captain checks the sign in book once a week.** When you go for your hour of Adoration, check the Sign-in book to make sure those scheduled for your hour and/or subs have signed in. There is a post-it pad on the top shelf under the book so you can make a note to yourself. Contact by phone anyone not signing in to see if there is a problem with the hour, a sub or a situation in the Chapel. Often people will share their concerns over the phone but not in an email. If there is a problem you cannot resolve or that might become an ongoing concern, contact one of the Ministry Liaisons.
4. **The Hourly Captain is to notify one of the Ministry Liaisons any time he/she becomes aware of a problem concerning any aspect of the Adoration Chapel.** At the same time, the Ministry Liaisons will keep the Captains informed of any changes that might affect Adorers.
5. **Recruit new Adorers.** We are recruiters by our very commitment to Adoration. We are recruiting when we ask a family member or friend to join us for our Adoration, when we extend an invitation to someone to visit our Chapel. But we also recruit by example when we go to our own Adoration hour and when we wear an outward sign of our commitment.