



*St Bernadette Roman Catholic Parish*  
 Letter of Instruction  
 For  
 Eucharistic Adoration  
 Ministry Liaison Duties

Effective: 2 February 2010

Revised: 1 February 2011

1. Oversees the entire Adoration program and is responsible to the pastor to ensure all aspects are correctly observed according to Canon Law and the wishes of the pastor. This will be accomplished by regular meetings with the Parish Administrator.
2. The Ministry Liaison is responsible to keep everyone informed and disseminate information on a regular basis. It is the duty of the Ministry Liaison to ensure that all team members have current contact information for all of the adorers scheduled during their hours. This information is provided through Volunteer Scheduler Pro (VSP) scheduling system which is managed by the parish Eucharistic Adoration Scheduler.
3. Ensure that the Adorer tracking system is kept current. The parish utilizes VSP to maintain Adorer contact information and schedules. This system is managed by the parish Eucharistic Adoration Scheduler who communicates on a regular basis with the Ministry Liaisons.
4. Provide a daily Sign In binder outside the Adoration Chapel door and keep it updated. Place a binder containing the entire list of adorers by hour near the phone in the chapel. Both of these binders are currently monitored by the Eucharistic Adoration Scheduler who shares any changes with the Ministry Liaisons.
5. Check the Sign-in Sheets weekly. Hourly Captains should also be doing this. If an Adorer seems to be missing their time, the Hourly Captain should place a call to ascertain any problems or need to change an Adorer's scheduled hour.
6. Place two binders with pens in the back of the Chapel, one for prayer petitions and one for testimonials. Keep the binders filled with paper and insure pens are readily available.
7. Prepare forms, lists and signs for the Chapel. These may include:
  - a. No fresh flowers
  - b. No food or drink
  - c. No unsolicited material
8. Assign an Adorer to keep the Chapel in order.
9. Writes up notices for the church bulletin as needed.

10. Schedule quarterly meetings with Hourly Captains to assess the needs of the program and of the Adorers. Schedule at least two prayer meetings per year for adorers to come together, meet, and share.
11. Schedule an annual event to recruit new adorers. Follow up with a new adorers' meeting to welcome new members and answer questions.
12. Insure invitations to join the Eucharistic Adoration ministry are readily available in the vestibule of church, the parish office, the Adoration Chapel and the school office.