



*St Bernadette Roman Catholic Parish*  
 Letter of Instruction  
 For  
 Eucharistic Adoration Chapel  
 Head Coordinator's Duties

Effective Date: 2 February 2010

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.
2. The Head Coordinator is responsible to keep everyone informed and disseminate information on a regular basis. It is the duty of the Head Coordinator to ensure that all team members have current information for all of the adorers scheduled during their hour/s.
3. Ensure that the Adorer Tracking system is kept current.
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.
5. Check the Sign In Sheets weekly. Hourly Captains should also be doing this. If an Adorer seems to be missing their time, Captain should place a call to ascertain any problems or a need to change an hour.
6. Place two binders with pens in the back of the Chapel, one for prayer petitions and one for testimonials and keep them filled.
7. Prepare forms, lists and signs for the Chapel. These may include:
  - \*No fresh flowers
  - \*No food or drink
  - \*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 Division Leaders and Hourly Captains to assess the needs of the program and of the Adorers.  
 Schedule at least one meeting a year for adorers to come together to 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. Post the scheduling needs of the Chapel weekly in the vestibule.