



*St Bernadette Roman Catholic Parish*  
Letter of Instruction  
For  
Eucharistic Adoration Chapel  
Division Leader Duties

Effective Date: 2 February 2010

**1. The Division Leader is responsible for one of the four time divisions, i.e., Early Morning, Morning, Afternoon and Evening.\***

The Division Leader is responsible to make sure all his/her division hours are filled with at least one Adorer, preferably two.

The Division Leader gives Adorer's name, phone number and email address to the Head Coordinator, the Captains for that hour, the hour before and the hour after.

During *Sign Up Weekend* the Division Leader helps with recruiting and then contacts all Adorers who volunteered for that time division to confirm specific hours. If the new Adorer signed up for an hour that is taken, the Division Leader should ask the Adorer if they would be willing to take another hour that is open.

**2. The Division Leader welcomes new Adorers and provides them with an Adorer Information Packet.**

The Division Leader also advises all Adorers of the proper reverence upon entering and exiting the Adoration Chapel and any practical information that they may need.

**3. The Division Leader oversees the six Hourly Captains in his/her time zone.**

The Division Leader is to make sure that each Hourly Captain has a current list of Adorers for his/her hour, the hour before and the hour after.

The Division Leader keeps his/her Hourly Captains informed of any special events or changes in procedures so they can pass this along to Adorers.

**4. The Division Leader keeps the Head Coordinator informed of any changes in scheduling so that the master schedule may be kept current.**

The Head Coordinator will in turn keep the Division Leaders up to date on any changes that might occur.