



St Bernadette Roman Catholic Parish
 Letter of Instruction
 For
 Eucharistic Adoration Chapel
 Hourly Captain Responsibilities

Effective Date: 2 February 2010

1. The Hourly Captain makes sure that his/her specific hour is covered throughout the week by at least one Adorer, preferably two.

For the first two months of Perpetual Adoration, the Captain calls each Adorer 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.

After the first two or three weeks the call will change from a reminder to an information obtaining opportunity for both Captain and Adorer.

As new Adorers join, the "day before call" should be repeated for two months.

2. The Hourly Captain trains his Prayer Team to find a replacement when they are unable to come at their assigned time.

Encourage use of the substitute list, contacting someone from their own Prayer Team to trade days or someone from the Prayer Team before/after to come early or stay later.

In the event an Adorer must be absent and cannot find a replacement for his specified hour, the Hourly Captain helps find a substitute, or takes the hour him/herself.

3. The Hourly Captain checks the sign in book once a week.

When someone has not signed in, a call should be placed to the scheduled Adorer to see if they forgot to sign in or failed to get a substitute.

This is the time to reinforce the importance of getting a substitute and signing the book.

4. The Hourly Captain is to notify the Division Leader any time there is a change or problem in the schedule.

When someone needs to change his/her Adoration Hour, it is important that the overall schedule is updated. This includes additions and/or deletions.

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.