



St Bernadette Roman Catholic Parish
Letter of Instruction
For
EUCCHARISTIC ADORATION CHAPEL
ADORERS' INSTRUCTIONS

Effective Date: 10 February 2010

You are the Guardian of Jesus during your scheduled hour!

1. **Please be sure to arrive on time.** It is important that you keep to your specific hour; i.e., 1:00-2:00PM. If you know you are going to be late, try to call the person before you to see if they can cover for you. If you are late, the time has passed and you cannot "make it up."
2. **It is important that you sign in each visit.** The sign in book is the white binder by the Chapel door. Put your initials in the space to the right of your name. If for some reason, your name is missing from your hour, write it in and initial next to it.
3. If you are a substitute, write in your name *under the scheduled* adorers and put an "S" after it.
4. If you visit the chapel at a time other than your scheduled hour, your name goes on the visitors' side, the right side of the sheet. You do not need to put your phone number.
5. If your hour is over and a replacement has not shown up in 5-10 minutes, the white binder on the counter top has the Master list of all Adorers. Go to the hour after yours to find the name of the next person and call to find out if they are on the way or running late. If you cannot reach that person, call the Hourly Captain for that hour to see if they can help, then the Division Leader, then the Head Coordinator.
**Remember, if you are using the Chapel phone that no one can call you back.
6. Each Adorer should have a portion of the master weekly schedule: the list for his/her hour, the hour before and the hour after. These are in the file box on the Chapel counter. Find your hour and take a packet for home. This is one of the resources you will use to find a substitute. There is also a substitute list.

As new adorers join these hours your Hourly Captain will provide their information so you can update your lists.
7. If you will be on vacation for an extended period of time, please notify your Hourly Captain as well as your Prayer Partner.

8. You are our “eyes and ears” during your hour. Please share any concerns or needs you become aware of with your Hourly Captain and/or Division Leader.
9. Adorers’ Meetings will be held twice yearly. Attendance at these is a great opportunity to put faces to names and to get to know other adorers.

Substitute Procedure

If you are not able to attend your hour, **you are responsible to find your own substitute.** The more notice you are able to give people the easier it is to obtain a replacement.

1. **Make sure you call your Prayer Partner.** (Your Prayer Partner is the second person who adores with you each week. At this time not all hours have two adorers.)

Do not assume your Prayer Partner will be present. Speak directly with the person to get a confirmation. Leaving a voice message or an email is not a reliable method of contact.

2. Then,

- *Ask a family member or friend who is not a regularly scheduled adorer. (This person is a potential future adorer.)

- *Call a Prayer Team Member. These are all the people who adore at same hour during the rest of the week. See if they can trade days.

- *Call the person before or after you. See if they can trade hours.

- *Call someone on the substitute list.

- *If you still have not found a substitute, call your Hourly Captain, then the Division Leader, then the Head Coordinator.

- *Do *not* call the parish office for a substitute. It is inappropriate to ask office personnel to leave work and cover for you.