

Hourly Coordinator

Roles and Responsibilities

Channel of Communication:

Head Coordinators → Divisional Leader → Hourly Coordinator → Prayer Team → Adorer

Definitions:

Head Coordinator(s): People who are responsible for coordinating the Perpetual Adoration Society for the Pastor.

Divisional Leader: The person who coordinates six Hourly Coordinators set up by time slots (e.g., 6AM to Noon, Noon to 6PM, 6PM to Midnight, Midnight to 6am). Hourly Coordinators “report” to a specific Divisional Leader.

Hourly Coordinator: A contact person who is responsible for one of the 24 Hours of the day, every day throughout the entire week. (e.g., 11AM hour Sunday through Saturday).

Prayer Team: Members who share a common hourly time slot for each day.

Responsibilities:

The Hourly Coordinators responsibilities are:

- Lead a Prayer Team consisting of all Adorers assigned to the Hourly Coordinator

The purpose of the Prayer Team is to build a team spirit of togetherness and cooperation. This can be enhanced by praying a common devotional prayer that the team would like to do when going to their assigned hour. Also, periodic team get togethers may also help build a sense of family and care.

- Welcome new adorers

When a new adorer comes on board, contact that person, introduce yourself and give them your contact information. Provide a new Adorer packet including a list of the other members of that hour’s team. When making the initial introduction, personal (one-to-one) contact is always preferred. E-mailing or phone calls are suitable after the initial introduction.

- Check the sign in book and insure that members are coming and signing in

Remind adorers about finding substitutes (through e-mail or sub list) when they cannot make their hour or coordinating with their prayer partner to insure the hour is covered.

- Immediately inform Divisional Leaders of any requests made by adorers including:
 - Change his/her schedule or commitment
 - Update contact information
 - Leave of absence due to a prolonged illness, vacation, etc. In this case, be sure to get name of the person who will be filling in during the leave
 - Discontinuing his/her adoration commitment
 - Any suggestions or recommendations

- Leave of Absence

Periodically call Adorers on leave of absence to see if their situation has changed and to invite them back. It is a good idea to keep the channels of communication open with the entire prayer team. You can check that all is going well and remind them to inform you of any change in status or contact information.

- Keep updated contact list

Make sure that you have accurate and updated records on hand for quick reference. This includes schedules, list of substitutes, Adorer contact list.

Please feel free to reach out to your Divisional Leader for any assistance in fulfilling your role and responsibilities as Hourly Coordinator. We appreciate your time and enthusiasm in this service to Our Lord and our entire parish family.

Support System of Encouragement

It is the goal of Perpetual Adoration to build up our parish family here at St. Bede the Venerable Catholic Church and to help make the Eucharist the very center and life of our parish. Hourly Coordinators are important vessels in communicating to all Adorers that they are appreciated for their service!

It is most helpful if you periodically:

- Thank adorers for their sacrifice and prayers for our parish, our diocese, or country and our world
 - St. Mother Teresa once said: “Adoration of the Blessed Sacrament will convert America and change the world!”
 - St. Faustina said that: “For every Holy Hour spent adoring the Most Blessed Sacrament, God will bestow a special grace to every man, woman and child on earth from God’s goodness and love.”
- Remind adorers that Our Lord can never be outdone in generosity. As He once promised St. Margaret Mary Aloccoque; “Those who adore the Sacred Heart of Jesus in the Most Blessed Sacrament and promote this devotion shall have their names written in My Heart!”