

HOW TO START EUCHARISTIC ADORATION

PRAY!

Ask **Our Lady of the Most Blessed Sacrament** to intercede for this **Grace** for your parish!

Invite others to join you in **praying** for this intention!

Contact us for a **Eucharistic Adoration Starter Kit!**

Review the materials in the Kit, as well as, the structure and information in this pamphlet!

EVANGELIZE!

Talk and share with others about **Eucharistic Adoration!**

Invite those who are interested to help **organize** and **participate** in this mission!

The **laity** coordinates Adoration!

It therefore does not add to the many responsibilities of the Pastor and his assistants!

The only responsibility that the Pastor has is to change the **Sacred Host** once a month!

SCHEDULE A SIGN-UP WEEKEND!

With your Pastor's permission, schedule a sign-up weekend in your parish!

A Eucharistic priest, deacon or lay person will speak at all of the weekend Masses on the benefits of spending time with **Jesus** in the Blessed Sacrament and invite people to sign up during each Mass!

~ ORGANIZATIONAL STRUCTURE ~

PASTOR

COORDINATOR

Organization of program

4 DIVISION LEADERS

Morning ~ 6 AM to 12 Noon **Afternoon** ~ 12 Noon to 6 PM

Evening ~ 6 PM to 12 Midnight **Night** ~ 12 Midnight to 6 AM

Initial scheduling

General oversight of time divisions

24 HOURLY CAPTAINS

Contact Person responsible for **one hour** ~ 7 days a week

Ensures that the hour is always attended and helps find a **substitute**,
if someone cannot make his or her **Holy Hour**

PASTOR

COORDINATOR

MORNING
DIVISION
LEADER

AFTERNOON
DIVISION
LEADER

EVENING
DIVISION
LEADER

MIDNIGHT
DIVISION
LEADER

SIX HOURLY
CAPTAINS

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DISTRIBUTE THE INVITATIONS

Before your sign-up weekend enough copies of the **invitation**, from our Kit, should be made so that **everyone** at the **weekend Masses** can receive one. At the end of the adoration appeal, invitations to a weekly holy hour and pencils are distributed by the ushers. Parishioners are instructed to write their **name, telephone number and email address** on the Invitation. They also check off the **time of day** (morning, afternoon, evening or night) that they want to make their **Holy Hour**. They may also check a space if they are interested in helping to organize the program. The Invitations are collected after Holy Communion or at the Offertory and counted after each Mass.

DIVISION LEADERS

The missionary or Coordinator sorts the collected invitations into **five** groups, according to the **time-divisions** checked off (morning, afternoon, evening, night or not checked off). The Coordinator needs to make a **typed list** of all those who have signed up for a **Holy Hour**. Each of the four **Division Leaders** fills out the **hourly schedule** for their **time division**. They call the people who have signed up to **reconfirm** their hour and put their name and telephone number on the **Division Leader Chart**. (Use pencil, because there may be changes before the schedule is complete).

ESTABLISH THE SCHEDULE

Begin by calling the people who specified a day and hour. Then, call those who offered to make their Holy Hour **anytime** to fill in the **open hours**. The following guidelines are helpful:

- ❖ Thank them for wanting to spend **‘an hour with Jesus’** each week.
- ❖ **Confirm the day and hour** requested, and/or ask whether they would be willing to take an hour that is opened.
- ❖ Be **encouraging** and **supportive**. Share with them the **many blessings** that come from their Holy Hour and that they will look forward to coming each week.
- ❖ If there is a need, ask if they would like to be an **Hourly Coordinator** and/or if they would be willing to take **more than one Holy Hour** a week.
- ❖ Record their **address** so that a **mailing list** may be compiled.

HOURLY CAPTAINS

After the **schedule** is completed, have typewritten copies made for the **Pastor, Coordinator** and **Adoration Chapel**. The Division Leaders need **24 Hourly Captains** to be in charge of **each one** of the **24 hours of the day** throughout the **entire week**. Each **Division Leader** will fill out an **Hourly Captain Chart** for each of the six **Hourly Captains** in their **time division** and give a copy to each one. Each **Hourly Captain** is the contact person for their **Division Leader**.

As **Hourly Captains**, for instance, **Joseph** will be the **Coordinator** of the **Adorers** from 9 AM to 10 AM throughout the entire week and **Mary** will be the **Coordinator** for the **Adorers** from the 10 AM to 11 AM time slot, etc. The **Hourly Captain** will call each **Adorer** on their list **before** Adoration begins to tell them the:

- ❖ **Starting date**
- ❖ **Location of chapel**
- ❖ **Parking arrangements**
- ❖ **Location of rest room**
- ❖ **Security arrangements**
- ❖ **Location and use of telephone**
- ❖ **Adorers preceding and following their Holy Hour**
- ❖ **How to obtain a substitute**
- ❖ **Name and phone number of Hourly Captain and Division Leader**

WORKING TOGETHER

The following should be explained to **each Adorer**:

- ❖ **The importance of their Holy Hour**
- ❖ **The necessity of signing in and out of the register book so that the Pastor is assured that each hour is covered**
- ❖ **The Blessed Sacrament should not be left alone. As Guardians they need to stay until the next Adorer arrives. Explain the procedure in case of an emergency.**
- ❖ **If an Adorer is unable to keep his or her appointment with Our Lord, they should first contact their prayer partner for that hour. If this fails they should try to find a Substitute, then call the Hourly Captain or the Division Leader.**

LEADERSHIP MEETING

Once the schedule is set, the **Division Leaders** and **Hourly Captains** call a **meeting** to familiarize themselves with their **responsibilities** and have a **clear understanding** of their **duties**. **Eucharistic Adoration** should begin within **two to four weeks** after the Missionary's visit.

SMALL PARISH

Parishes that are not large enough to have **Perpetual Adoration** can join together. **One host Parish** can satisfy the needs of **several Parishes**. Our Missionary can speak at all the Masses at the host Parish and do the same at a neighbouring Parish the following weekend.

WHAT THE LAITY CAN DO TO EVANGELIZE

- ❖ **Educate yourself about the benefits of and reasons for Perpetual Eucharistic Adoration.**
- ❖ **Talk to the parishioners who have not signed up and invite them to participate in spending one hour each week with Jesus in the Blessed Sacrament.**
- ❖ **Place announcements in parish bulletins.**
Give video presentations on Eucharistic Adoration.
Have a lending library with books and audios.
Pass out pamphlets, prayer cards or newsletters.
Put up some posters.
- ❖ **Call your friends and invite them and their families to Eucharistic Adoration.**
Make home and neighbouring parish visits.
Use networking.
- ❖ **Give presentations to existing organizations in the parish. E.g. Legion of Mary, Altar Rosary Society, Knights of Columbus, St. Vincent de Paul Society, prayer groups, etc.**
- ❖ **Ask Adorers, who are already signed up, to take an extra Holy Hour each week.**

LOCATION FOR EUCHARISTIC ADORATION

The best location for Perpetual Eucharistic Adoration is a **Chapel**. A Chapel can be kept warm in the winter and air-conditioned in the summer. It creates an atmosphere for quiet intimacy with the Lord. People generally feel more secure in a smaller place. If the Church does not have a Chapel, any small room can be converted into one. A **Sacristy, Crying Room, Baptistry** or even a **room** in the Rectory, Convent or School, are all suitable locations for a **Eucharistic Adoration Chapel**.

MATERIALS AVAILABLE TO START EUCHARISTIC ADORATION

A **Eucharistic Adoration Starter Kit** is available from us and comprises:

- ❖ **Reasons for Eucharistic Adoration**
- ❖ **Bulletin announcement**
- ❖ **Pre-evangelization bulletin inserts**
- ❖ **Coordinator instructions**
- ❖ **Division Leader Chart**
- ❖ **Hourly Captain Chart**
- ❖ **Daily schedule layout**
- ❖ **Substitute Chart**
- ❖ **Testimony of favours granted**

Good materials for prayer and meditation before the **Blessed Sacrament** should be made available at the **Perpetual Eucharistic Adoration Chapel**.

O COME LET US ADORE HIM, JESUS CHRIST, OUR EUCHARISTIC LORD!

To schedule a sign-up weekend and to obtain information and materials for starting Eucharistic Adoration please contact us:

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