

Hourly Coordinator

Roles and Responsibilities



HOLY FAMILY PERPETUAL ADORATION CHAPEL *OUR LADY OF LOURDES CATHOLIC CHURCH Raleigh, NC*

Definition of an 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. 10:00 am. Sunday through Saturday).

The Hourly Coordinator is responsible to:

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 mutual cooperation.

This can be enhanced by praying a common devotional prayer the team would like to do when going to their assigned hour.

Periodic Team get together may also help build a sense of family and care.

Welcome new Adorers

When a new Adorer comes on board, contact that person and introduce yourself and give the Adorer your contact information. Provide an Adorer packet if the person has not received one. When making the initial introduction, personal (one-to-one) contact is always preferred. E-mailing or phone calls are okay after the initial introduction.

Assure that someone will be present each day at the specified hour of Adoration

Help the Adorer find a replacement if unable to come to the assigned hour and if his/her Adoration Hour Partner is unable to come as well. Remind the Adorer of the "Procedure to Follow When You Cannot Make Your Hour" which also appears

in the handout “New Adorer Important Information” that will be provided to you.

The Hourly Coordinator will be provided with a **List of Substitutes** and will be responsible to try to rotate through the list to ensure that the same person is not always contacted each time.

Immediately inform the Divisional Leader of any requests made by Adorers directly to you, requests such as:

Change his/her schedule or commitment

Contact information updates

The need to take a “leave of absence”(LOA), due to prolonged illness, vacation, etc. In this event, be sure to get the name and contact info of the person who will be filling in during the LOA (please see “Procedure to Follow When Adorer Cannot Make His/Her *Hour*” above).

Discontinuing his/her adoration commitment

Any suggestions or recommendations

Periodically call Adorers on leave of absence (LOA) to see if their status has changed and to invite them back. It is a good idea to keep contact with the entire Prayer Team from time to time, to check that all is well and remind them to inform you of any change in status or contact information. Contact can be made at Team get-togethers—periodic meetings at the parish or elsewhere, etc.

- Lastly, make sure you have updated and accurate records (Schedules, List of Substitutes, Coordination Team Contact Info, etc) on hand for quick reference. Regular communication with your Divisional Leader will help to ensure accurate updates.

Please feel free to communicate with 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 to our parish family!

Channel of communication (you will be provided this handout)

Head Coordinators → Divisional Leaders → Hourly coordinators → Your Prayer Team

Communications will be sent via email. Hourly Coordinators will be contacted by your Divisional Leader, and then you in turn may be asked to forward emails to your Prayer Team.

To expedite the forwarding of emails, it is recommended that Hourly Coordinators create an e-mail group on your computer (i.e. “Prayer Team Group”), comprising of the e-mail

addresses of your Prayer Team, i.e., the 14 or more Adorers assigned to your hour. This helps assure forwarding of emails marked "To All Adorers".

If you receive any requests, suggestions or information from Adorers, please forward those to your Divisional Leader and/or Head Coordinator/s. Communication can and should flow both ways.

Thank you for your *quick and timely responses* to your Divisional Leader's emails and requests for help and follow-up! We depend on you!

Support System of Encouragement: It is the goal of *The Holy Family Perpetual Adoration Chapel* to build up our parish family here at *Our Lady of Lourdes Catholic Church* and to help make the Holy 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! To help accomplish this, it is most helpful for you to periodically:

Thank Adorers for their sacrifice and prayers for our parish, our diocese, our country and our world. Mother Teresa once said: Adoration of the Blessed Sacrament will convert America and change the world!

St Faustina (of the Divine Mercy devotion) 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 Alcoque: Those who adore The Sacred Heart of Jesus in the Most Blessed Sacrament, I will write his name on My Heart--never to be erased!