

The Real Presence Association



Head Coordinator

Organization Information Packet

Organization Groups

There are two basic organizational groups needed to keep perpetual eucharistic adoration of Our Lord, Jesus exposed in the Blessed Sacrament going hour after hour, day after day, month after month, year after year. They are the PEA Management Organization (Chart 2, A-D) and the PEA Adorers Organization (Chart 2, E-F).¹ See also forms RP-0001 and RP-0011.

Chart 2

- A. **Pastor**
 - B. (1) **Head Coordinator** (Assistant Head Coordinator)
 - C. (4) **Division Leaders:**
 - (Night) Midnight to 6:00am - Division Leader (Assistant Division Leader)
 - (Morning) 6:00am to Noon - Division Leader (Assistant Division Leader)
 - (Noon) Noon to 6:00pm - Division Leader (Assistant Division Leader)
 - (Evening) 6:00pm to Midnight - Division Leader (Assistant Division Leader)
 - D. (24) **Hour Coordinators** (24 Assistant Hour Coordinators)
 - E. (168) **Adorers** (Plus 168 assistant Adorers) This group includes the people who belong to the PEA Management team.
 - F. **Substitutes** (Number varies)
-

PEA Management Organization

These are the people who assume the normal chores associated with the smooth operation of the perpetual eucharistic adoration chapel making it possible to handle the many Adorers who come to be in the presence of the Lord Jesus Christ. (See Form RP – 0001).

Pastor

- Oversees and encourages all activity associated with the adoration of Jesus.
 - Changes the Holy Host.
 - Periodically makes decisions for any unresolved problems brought to him by the Head Coordinator or his parishioners.
-

Head Coordinator

The Head Coordinator is in charge of the entire program, i.e., the management team and the Adorers. The Head Coordinator "...is responsible to the Pastor to ensure all aspects are correctly observed according to Canon Law and to the wishes of the Pastor."²

The following responsibilities may be shared by the Head Coordinator, the Division Leaders, the Hour Coordinators and their assistants.

01. Be familiar with the PEA handbook – *Decree*, Statutes and guide.

02. The Head Coordinator is obligated to assign people and to define their organizational positions as Division Leaders and Hour Coordinators. Please note. No one should be in a management position who is not also an Adorer.

03. The Head Coordinator is accountable for keeping everyone informed - Division Leaders, Hour Coordinators and Adorers. You are given the fundamentals of an extremely well-designed structure of how to put a PEA chapel together. For your chapel to function successfully, it is essential for you to disseminate information and keep the flow of communication open from the top down and from the bottom up among all the members in the management group and the Adorers' group.

04. Be prepared to handle mass movements of people when summer arrives. Some people go on vacations, some move away and some go away for three months. Fall may also bring fluctuations in your Adorer attendance when vacationers and teachers return. Be aware that

this happens and plan for it. Remind your Adorers around these times to give their Hour Coordinator ample notification that they will be going on vacation so that you will be able to schedule someone else to fill their place while they are gone and for them to contact you when they come back. Some Head Coordinators in retirement areas literally have to manage two entirely different groups of Adorers one for the summer months and one for the winter months. And I might add have managed to do it successfully.

05. Are you stuck with a problem and you can not find an answer? Seek assistance from the people who originally helped you to put together your PEA chapel or contact Head Coordinators from other PEA chapels to find out if they had the same problem you do and ask them how they solved it.

06. Correct whatever problems you can. Those that you cannot, discuss them with the Pastor. Accumulate a list and set up an appointment with the Pastor to go over any non-emergency problems that come up.

07. Check with your Pastor on how he wants to handle solicitors and indigents who may come into the chapel to ask the Adorers for money.

08. Cross reference the daily sign-in sheets to the Adorer's weekly attendance history once a week to control potentially bad situations. This is where you use the automated Adorer Attendance History program. Why? Unless you check on an Adorer's weekly attendance over an extended period of time, how are you going to know when they are not showing up or that their attendance is erratic? This program allows you to follow each Adorer's track record so that you will be able to decide whether or not you need to put someone in to keep that hour with them because they are not covering their hour or their attendance is sporadic. The program is also going to help you to know whether or not your Hour Coordinators are doing their job. In fact, it will allow you to spot weaknesses in the individual links for whatever reason which you are going to have to track down, find out why and then correct the situation. This is one of the ways that will help you to keep situations under control.

09. Be the one responsible for putting Eucharistic flyers at the back of the chapel or in the chapel foyer.

10. Assign someone to pick up the old and put in the new sign-in, petition and testimonial forms.

11. Find someone to keep the chapel supplied with Rosaries and Scapulars if your chapel is set up with a place for such items.

12. Assign someone to be the Chapel Librarian.

13. Set an hour aside each week for chapel housekeeping. The housekeeper then becomes the Adorer for that hour. Find out from the Pastor who he wants to assign to the task.
14. Take charge of the Sunday church bulletin write-ups allowed for the chapel.
15. Use the large PEA Adorers Organization chart (RP – 0011) to get an overall view of the entire PEA Adorer organization. With the Pastor’s permission this chart may be posted at the back of the church for all parishioners to see. Some people are motivated to become a part of a group when they recognize people they admire or wish to emulate.
16. The PEA management team is responsible for adding new Adorers.
- When you add new adorers after Sign-Up Sunday Weekend, discuss and set the Adorer’s day and hour and make sure the Adorer understands they are committed to a weekly obligation. Suggest an hour other than the one the Adorer asks for if you have a specific hour open and are looking for an Adorer to fill that hour.
 - Ask the new Adorer if they would be willing to become a substitute in addition to the hour they have just accepted as their obligation. If they say yes, ask them to give you the exact days and times they would be willing to substitute. Caution them when they offer to come anyday anytime. Explain what that means. After you explain they usually are very specific with the days and times they do give you.
 - Clarify the spelling of their name and ask for their current mailing address which will be used for a Master and Mailing List. If you do not have their telephone number, remember to ask them for it.
 - After each Adorer’s day and hour and their status as a Substitute have been obtained and verified, pencil in the Adorer’s name on the PEA Adorers Organization Chart (RP-0011), then enter the Adorer’s name, address, phone number, day and hour of adoration and whether or not the person is also a Substitute into the *Automated Adorer Tracking Program*. Due to limitations to the *Automated Adorer Tracking Program*, you could devise an abbreviated days and hours the Adorer is willing to be called as a Substitute in the “Comment” field so when you print your Substitute List that information is available. However, if you do this, your ability to use the “Comment” column for anything else is lost.
17. When you use the automated DOS Perpetual Eucharistic Adoration Adorer Tracking Program to enter new Adorers you will get the following reports. Keep your Division Leaders and Hour Coordinators updated by seeing to it that they are given the latest information about the Adorers for which they are responsible.
- Adorer Master File List
 - Head Coordinator/Division Leader/Hour Coordinator List
 - Adorers by Hour Report

- Substitute Adorers List
- Open Hours Report
- Inactive Adorers List

18. Give each new Adorer an Adorer Information Packet. (See Section #5)

19. The Head Coordinator needs to learn about all the different ways to recruit new Adorers.

- Ask the church's prayer group to pray for new Adorers. Always seek help from Jesus first.
- Approach an individual after daily Mass – introduce yourself and invite them to become an Adorer.
- Approach non-committed Adorers who visit the chapel and invite them to become an Adorer.
- Recruit from the church bulletin.
- Invite people from other parishes through their bulletins.
- Get a new parishioner's report from the parish office then call them to invite them to become an Adorer.
- Advertise your parish's Adoration Hours on the local TV station.
- Never miss an opportunity to enlist someone wherever you go.
- Welcome non-catholics.
- Ask your Division Leaders and Hour Coordinators to recruit.
- Ask the Pastor to mention the chapel from the pulpit – to invite them to come but do not expect your Pastor to use the pulpit to recruit for you.
- Twice a year invite a speaker to your parish to talk about the Eucharist.
- Once or twice a year, at Sunday Masses, have adorers give a two minute testimony on what adoration did for them. This could be right after the Homily or after Communion.
- Go to or delegate someone to go to every appropriate parish function to get people to sign-up for adoration.
- After sign-up Sunday, continue to expand all the parishioner's knowledge of the Eucharist – Teach! Teach! Teach! Eucharistic videos and audio tapes, literature, speakers, CD's.
- Plan social events to bring the Adorers together and invite them to bring their family and friends. Some Head Coordinators break their get togethers into a breakfast for the morning and half of the night Adorers and a lunch for the noon Adorers and then a dinner for the evening and the other half of the night Adorers. An enjoyable get acquainted gathering with prayer and a lively discussion brings people together and encourages others to want to become a part of the group. When you know someone you are more willing to step in for their hour should the need arise.

20. Send acknowledgement cards to Adorers who move away, get sick, etc..
 21. Visit sick Adorers in the Hospital.
 22. Plan a Eucharistic one day retreat somewhere for the Adorers.
-

Division Leaders

There are four Division Leaders each of whom is responsible for one of the four time divisions – Night, Morning, Afternoon, and Evening. They oversee and are responsible for the six Hour Coordinators in their time zone. In addition, they give general assistance to the Head Coordinator.

Hour Coordinators

DEFINITION OF AN HOUR COORDINATOR: An Hour Coordinator is a contact person who is responsible for the Adorers at the same hour of the day (eg., 1pm) every day throughout the entire week.

THE ROLE OF AN HOUR COORDINATOR: The Hour Coordinator makes sure that their hour is always covered. One of the main duties of the Hour Coordinator is to check the sign-in register throughout the week to make sure those people assigned to their hour have signed-in. When an Adorer has not signed-in, the Hour Coordinator should check it out immediately and correct the situation. They must find a Substitute for an Adorer in an emergency situation. When they can not, they should cover the hour themselves. Another duty, "...is to continue to inspire and motivate Adorers and solicit new Adorers."³

In the beginning, the Hour Coordinator should call each Adorer the day before their assigned time to help the Adorer to remember their appointment with Jesus, to offer them encouragement and then to call them back the next day to thank them for their faithfulness. This helps the Adorer to know that they are not just an isolated individual but instead they are a member of a team that are all working together to give Honor, Praise and Glory to God the Father Almighty. These calls should continue until the Hour Coordinator decides that they are no longer necessary. Sometimes it may be necessary for the Hour Coordinator to reinstate the phone calls in order to ensure reliable attendance.

For any personnel problems or changes in the schedule such as the addition or deletion of Adorers to the program, the Hour Coordinator should notify the Division Leader who in turn

notifies the Head Coordinator.

ASSISTANT HOUR COORDINATOR: Each Hour Coordinator should choose a backup assistant who is able to take over the Hour Coordinator's work whenever the Hour Coordinator goes out of town or cannot be reached for whatever reason.

PEA Adorers Organization

Committed Hour Adorers

This group is composed of all the people who have a desire to build a more intimate and loving relationship with Jesus and do it by offering one or more hours of their week to worship and to be in the presence of their God. They are the committed Adorers. And because they commit their time to stay with Jesus for one hour a week, they are also referred to as the Guardians of the Hour. Section 3 explains how the Adorers group is initially put together on a scheduled sign-up Sunday weekend. (See Form RP – 0011).

An Adorers Information Packet is given to each Adorer before they begin their first hour. (see section 5). In it they receive instructions, guidelines, rules, emergency procedures, and enlightenment on the Real Presence of Christ in the Blessed Sacrament. In addition, there is a list of all the names and phone numbers of their Division Leader, Hour Coordinator and Adorers on their hour throughout the week. This information is to be filled out by the Hour Coordinator.

Substitute Adorers

These are the occasional Adorers. Some of these people have committed to a regular hour in addition to their position as a substitute and some have not. In either case, these are the people who are called to fill in for an hour on a moments notice for a committed Adorer who can not make it to their hour or they may be asked to fill in for a planned Adorer's absence.

Assistants

In the likely event someone in one of the obligatory positions becomes ill, goes on vacation or has a temporary conflicting time constraint or worse yet, dies, that person's duty should

be supported by an assistant, if possible, to cover the situation so that a disruption in the smooth operation of the chapel is kept to a minimum. All assistants should be willing to substitute when necessary. That is why it is highly recommended to build assistants into your group structures. This is not always possible but it is something one should continuously strive to achieve. If you make this your goal, you will find you have created a very solid structure that is able to endure. A general rule of thumb is that everybody should have an assistant.

Conclusion

One or more of the following elements are what cause a chapel to flounder or a Head Coordinator to *burn out* – a major complaint voiced by those whose basic structures are not:

- 1 – firmly in place with all positions filled,
- 2 – well-controlled through the use of report data, the proper dissemination of information or communication among all the levels, and control of personnel problems, or
- 3 – properly backed up by the use of assistants, or
- 4 – setup to spread the responsibility for solving problems across the structure and at the lowest level.

Most of these problems may be solved through an increase in the Head Coordinator's knowledge and understanding of how to run a Perpetual Eucharistic Adoration Chapel.

To keep a Perpetual Eucharistic Adoration chapel successful and continuously going is a full time job that requires a great deal of love for Jesus and the people He has chosen to serve Him. The person ideally suited for this work must not only have a love for Jesus and His people but must also be willing to spend a great deal of their time on the phone in communication with the PEA management team and the Adorers.

¹Perpetual Eucharistic Adoration, P.O. Box 878, La Habra, CA 90633, pp. 18-19, (Sample)

²Ibid.

³Ibid.