

# The Real Presence Association



## *Sign - Up Sunday Weekend Preparation*

### *Checklist*

1. Make Your Arrangements with the Eucharistic Speaker.

- Choose the sign-up Sunday weekend date. If possible, pick a Holy Day or a special Feast Day to open your chapel.
- If your parish is too small to support perpetual adoration by itself but surrounding parishes want to group together to form a perpetual adoration chapel with you, talk to your Eucharistic Speaker about it. He will give you instructions on how he wants to handle it.
- Discuss with your Eucharistic Speaker what his plans are and what he expects from you when he gets to your parish.

2. Book a Room.

- Book a parish conference room for a PEA management organizational meeting **immediately** after you have fixed your Sign-Up Sunday weekend date. The organizational meeting is usually held on the **Monday** evening after Sign-Up Sunday. Check with your Eucharistic Speaker that the day and time chosen is acceptable to him. Make sure the meeting is held in a **large enough room** with 5 **large tables** to accommodate some 35 – 50 people. Because the PEA management team is expected to attend let them know the time and place where the meeting will be held.

3. The Head Coordinator Forms Committees and Builds a Management Team to:

- Prepare for sign-up Sunday weekend.

- Assign Division Leaders and Hour Coordinators that will become the Perpetual Eucharistic Adoration Management Organization team that will be responsible for the smooth running of the chapel. (See section 2).

#### 4. Assign Tasks.

##### A. Purchase, Prepare and Present PEA Material – With the Pastor’s Approval

- Purchase and prepare PEA material that you plan to put in the parish Sunday bulletins. Each week for four weeks before the weekend your Eucharistic Speaker is expected, put the PEA material chosen into the parish Sunday bulletins. Refer to the four brochures at the end of Section 3. This will provide the parishioners with an opportunity to read and ready themselves for the coming of Eucharistic adoration.
- During the four weeks before the Eucharistic Speaker comes to your parish is a good time to set up your adoration posters and hand decorated information displays at the back of the church. When you get the people to focus on what a special privilege it is to have Jesus perpetually exposed in their parish, you increase their knowledge of the event and their desire to become a part of adoration.
- This is also a good time to set up an area where you will be able to show videos about Perpetual Eucharistic Adoration and maybe have some books and brochures that you plan to have in the chapel out on a table for the people to look at or buy for those who want to own their own copy. Contact the local catholic bookstore and invite them to come and make their own display.

##### B. Prepare and Send PEA Announcements.

- PEA chapels attract people from outside the parish and even outside the town where it is located. Prepare and send PEA announcements and flyers to the parish bulletin in your church and neighboring parishes and in public places (local newspapers, radio and TV stations) and any organizations inside and outside the parish who may be interested to invite people to come to listen to your Eucharistic Speaker. This is the time to **INVITE !! INVITE !! INVITE !!**

##### C. Estimate Number Needed - Then Print Sign-Up Forms and Buy Pencils.

- Be sure to use the sign-up form that the Eucharistic Speaker wants to use. Estimate the number of people that will attend Masses for your sign-up Sunday weekend. Make sure there will be a sign-up form and pencil for **every** person in the church at each Mass. We cannot overemphasize this point! Why? All the work put into the preparation of Sign-Up Sunday is lost if each person at that Mass does not have a sign-up form **and** a pencil in his or her hand. Another way to look at it is any person who does not receive a sign-up form **and** a pencil is a lost adorer.

- Take into consideration any non-parishioners who will be drawn to your parish Masses because you are bringing in a special Eucharistic Speaker. Have plenty of extra sign-up forms for those people who want to take some home. After you have made your estimate, get the sign-up forms printed so that they will be ready when the Eucharistic Speaker gets into town. Buy enough pencils so you do not run out of them.

D. Pickup and Return Speaker.

- Assign someone to pick up the invited Eucharistic Speaker at the airport and also make sure someone is available to return the Eucharistic Speaker back to the airport.

E. Assign Mass Teams.

- Make the necessary arrangements to assure that the sign-up forms and pencils are put out at each Mass by those people who are given the responsibility. Assign teams to take care of each Mass. **Do not plan** on a team to arrive early enough to set up for their Mass. It is much better for each team to set up after their Mass for the next Mass. Do not forget to give the people in the choir or cry room and even the people who sit in the chairs on the side of the altar a sign-up form and pencil.

F. How to Manage People Who Want to Sign-Up Early.

- Always be prepared to accept anyone who asks to become an adorer before Sign-Up Sunday. However, be sure to let these people know that they should fill out a sign-up form on Sign-Up Sunday Weekend with everyone else. Why? Each person who fills out a sign-up form on Sign-Up Sunday sets a good example and encourages the others around them to do the same. Let all the members of the management team know they are expected to fill out a sign-up form on Sign-Up Sunday like everybody else and explain why.

5. Eucharistic Speaker's Agenda.

A. Speaker Meets with Key People.

- More than likely the Eucharistic Speaker will want to meet with a group of the key people in the parish PEA start up program to discuss the status of the arrangements made when he gets into town. By this time all arrangements should be completed.

B. Speaker Preaches and Visits Chapel.

- The Eucharistic Speaker gives his Sign-Up Sunday speech at all the Masses. He keeps all the sign-up forms until after the last Mass. If the chapel is ready he will

invite the Parishioners to take a tour through the chapel so Parishioners will know where the chapel's entrance and restrooms are located and how to use the security door.

C. Speaker Turns Over the Sign-Up Forms.

- The Eucharistic Speaker counts all the sign-up forms and then gives the forms along with the total count to the Pastor and then to the Head Coordinator.

D. On Sunday Afternoon, Get a Small Team Together (6 – 8 People) to:

- Make a list of all telephone helpers: name and phone.
- Make a list of all substitutes: name, phone, preference. (Do this only if you are using a manual system instead of the automated Adorer Tracking Program system.)
- Divide the sign-up forms into 5 categories: Morning, Afternoon, Evening, Midnight and Flexible.
- Call the volunteers who signed up to make telephone calls to invite them to the PEA Management Organizational meeting. It will be held in that parish meeting room you booked well in advance. Tell them the **Time** and **Place** where the meeting is going to be held.

E. PEA Management Organizational Meeting.

- Introduce the leaders chosen by the Pastor.
- Divide everybody into 4 teams, according to their time frames – Morning, Afternoon, Evening and Night. The goal is to have six Hour Coordinators under each of the four Division Leaders for a total of 24 Hour Coordinators.
- Define the PEA Management Organization and the Adorers Organization. Show organizational charts. Explain all the positions - what their role is and what their duties are: Head Coordinator, Division Leader, Hour Coordinator and Adorers.
- Answer any questions.
- Bring everybody up-to-date about the outcome of the sign-up forms.
- Explain the purpose of setting up the phone bank. Tell everyone the **place** where the phone calls are going to be made. Have a sheet of paper for each day listing each shift and the hours for each shift. Assign **days, times** and **shifts** to those people who signed up to be phone callers and anyone else who is willing to work with the phone bank group starting the next day. These lists contain the names and phone numbers of each person assigned to their day, time and shift so that you have all the shifts covered and know who is expected to be there.  
The Midnight team and the Morning team should be scheduled to work during the morning calls with their sign-up forms. The Afternoon team and Evening team should be scheduled to work during the afternoon calls with their sign-up forms.

- If any sign-up forms have a check on the “I would come if I had transportation” line, assign a Transportation Coordinator to follow through.

## 6. Phone Bank.

The phone bank group which was put together at the PEA management organizational meeting starts as soon as possible, usually the next day, in order to contact each person who filled out a sign-up form. A recommended method is to make all your phone calls **from one central place**. Why? Picture a room with at least 2 or more phones where callers are sitting. After phone contact is made:

- The original sign-up form is updated.
- It is then handed to a person assigned to pencil the name of the new Adorer onto the large (2 feet by 3 feet) PEA Adorers Organizational Chart (RP – 0011).
- From there the information is taken from the original sign-up form and put onto a hard copy form and placed into a Master file. For those people who will not be using a computer the process stops here.
- For those who will be using the computer, the hard copy form is then handed to the person who is sitting at a computer and that person will enter the data into the Adorer Tracking Program on the computer and then place the hard copy form into the Master file.

For various reasons, some people like to maintain both the hard copy Master file and the computer Master file. But if you have the computer Master file and maintain backups it is not necessary to have the hard copy Master file.

Clearly with this procedure there is an advantage. Callers are able to visually follow what is happening to the PEA Adorers Organizational Chart as they are making their calls which allows them to make adjustments to days and hours as they are talking to an Adorer. Anyone who has a question is able to ask it right then and there and get it straightened out immediately. Since there is only one Master file, it makes sense to keep everything under control in one place: sign-up forms, PEA Adorers Organizational Chart, hard copy and computer Master files. These are meaningful advantages that should be taken into consideration when you decide how to set-up your phone bank. Another thing to think about - the more phone lines there are the faster the job will be completed and the less days it will take to finish.

No two parishes are alike but the hours that are not always easy to get people to sign up for are usually the late night hours and weekend hours. You really have to work at getting these hours filled. It is more than worth the effort involved and the Adorers too feel a sense of accomplishment by becoming a part of a group especially put together just to adore and

love Our Lord and God, Jesus, perpetually. Remember there are 168 hours in a week and the suggested number of Adorers for each hour is two.

Call all the people who specified a day and hour first. Why? Because more than likely the hours these people are able to come are not flexible and what they gave you is probably limited to the day and time they have chosen. Hold off calling the Flexible forms until last since these are the people who can be persuaded to fill in all those blank hours with which you are left after all the other calls have been made. Remember to thank each Adorer for their willingness to offer up an hour of their time for Jesus. Be charitable in your conversation. Remind them that this is the same Jesus who walked the earth 2000 years ago and that He is waiting for us to come to Him to heal us physically and spiritually. As you call each Adorer from their sign-up form:

- Discuss and set the Adorer's day and hour and make sure the Adorer understands they are committed to a weekly obligation.
- For those who checked on the sign-up form that they were willing to substitute, 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. Remember you already have their telephone number.
- Be prepared to answer any questions the Adorer may ask such as when is the chapel going to be opened, when are they going to let us know, etc., etc., etc..
- Fill in the PEA Adorers Organization Chart (RP-0011) as you make each call so that some people can be asked to move from the overcrowded hours into the empty hours. Most people are willing to make that move. The chart is very useful to help you see at a glance all the open hours that need to be filled. If you are going to post this chart at a later date for everyone to see, only enter the Adorer's name. Use a pencil because there will be times when you will need to erase a name.
- After each Adorer's day and hour and their status as a Substitute has been obtained and verified, post the Adorer's name on the PEA Adorers Organization Chart, 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* (see section 2). 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.
- For those who checked on the sign-up form that they would come if they had transportation, assign them to the Transportation Coordinator who will need to get detailed information about where they live, how far away they are, how well the

person is able to ambulate (wheelchair needed) and to match them to someone who is able to transport them to and from the chapel at whatever time is convenient for the both of them.

## 7. Perpetual Eucharistic Adoration?

After the sign-up Sunday weekend Masses, you know how many people are willing to commit to an hour of adoration each week. After you have made your phone calls and filled in your PEA Adorers Organization Chart, you are able to decide if it is possible for you to become a Perpetual Eucharistic Adoration parish. Get together with the Pastor to decide what you plan to do next.

## 8. Notify Parishioners and Distribute Information.

It should not take any longer than 2 or at the most 3 weeks from the end of your Sign-Up Sunday weekend to your chapel opening date. Somewhere during this time:

- Through the parish bulletin notify the Parishioners about the results of Sign-Up Sunday. Many will be anxious to know this information.
- Prepare and send PEA announcements and flyers to the parish bulletin in your church and neighboring parishes and in public places (local newspapers, radio and TV stations) and any organizations inside and outside the parish to invite them to come to the Mass, Procession, and Dedication of the new chapel and once there offer to sign them up for adoration.
- Run the Adorer Tracking Program reports. Decide who will get what information and how you are going to distribute it to the people who need it. The Pastor should always be given a copy of all the latest reports.
- Each Adorer is to be given the *Adorer Information Packet* to read by their Hour Coordinator (see section 5).