



Perpetual Eucharistic Adoration Organization Structure

1. 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 their Hour Coordinators.

2. 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 (e.g.: 1pm) everyday throughout the 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.

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 where all are working together to give Honor, Praise, and Glory to God the Father Almighty. These calls should continue until the Hour Coordinator decides 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.

3. **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.

4. **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.

5. **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.