**EUCHARISTIC ROSARY CONGRESS**

**ADORATION SCHEDULE COORDINATOR**

HOW TO ORGANIZE THE ADORATION HOURS USING SHIFT CAPTAINS

1. Break down the hours of adoration into manageable time segments. 6-hour time segments work very well, or 8-hour time segments are manageable if fewer Captains are recruited.
2. Recruit 24 “Captains”, individuals who will be responsible for a 6-hour time segment. They will be responsible for recruiting adorers for 6 hours, be present at the Eucharistic Rosary Congress during the 6 hours to welcome adorers and cover if someone does not show up, and be the contact between the adorers and the Adoration Coordinator.
3. Each Captain should recruit groups of people to lead the Rosary out loud during each hour of their time segment. If a Captain cannot fill the hours with groups, families should be recruited and, lastly, individuals can be recruited to fill the hours.
4. When a captain has filled the 6 hours, the contact information for each group, family, or individual should be given to the Adoration Coordinator. This information is necessary to compile a master list of all the adorers scheduled for the week.
5. The master list should be displayed throughout the week of the Eucharistic Rosary Congress for various reasons. 1- To show the richness of the diocese as many groups come to pray together before the Blessed Sacrament. 2- If there are any open hours, those who come throughout the week can sign up for one of those hours. 3- As a reminder to those who have signed up, when their hour is.

**Note:** The Blessed Sacrament needs to be reposed 15 minutes before each Mass begins (and the Divine Praises prayed) and exposed again right after each Mass ends. Be sure Father is aware of this.

SHIFT CAPTAIN RESPONSIBILITIES

1. Retain information on the prayer groups/families/individuals recruited, including name of contact person and their contact information, such as email and phone number
2. Send reminders and information to the contacts 2-3 weeks before the Eucharistic Rosary Congress:
* Make a confirmation phone call and follow-up email to confirm hour.
* Email the specific Rosary Binder for the mystery that the group is responsible for. (Rosary Binders are found under Resources on website) The Rosary meditations and prayers will be provided in the Rosary Binder during the Rosary Congress so the rosary leaders do not need to bring their copy with them.
* Emphasize to leaders of the Rosary that they should use the microphone, if provided, so everyone can hear and feel included.
* At the 3 pm and 3 am hours, the Chaplet of Mercy will be prayed first and then the Rosary. Email a copy of the Divine Mercy Chaplet to leaders of these hours so they can be familiar with it.
* Make reminder calls to contacts 2-3 days prior to their scheduled commitment. Let them know you will be there when they arrive to help if necessary.

 3. Give final copy of Adoration schedule with all contact information to Adoration Coordinator one week prior to start of Congress. Every hour must be filled by this time and a master schedule created to be displayed in the Church. Only the name of group, family, or individual will be listed on the display: no personal information will be posted.