

Administrative Duties you should know about re: Eucharistic Adoration at St. Mary's

KEEPING YOUR HOUR

It is important for the success of Eucharistic Adoration that if you are scheduled for a particular hour, **you keep your time, call your prayer partner(s), get a substitute, or call Will & Emily Odland at 320.815.8517 or willodland3@gmail.com**. Adorers are asked to arrive **5-10 minutes before the hour** so that at no time will Our Lord be left alone. **Each adorer is asked to complete their scheduled hour and wait until the committed adorer for the next hour arrives.**

SIGN-IN/SIGN-OUT

Each adorer is asked to please **sign in** as (he/she/they) enters the Chapel and **sign out** as you are leaving. The book for this purpose is at the Chapel entrance. If you are **substituting** for someone, indicate for whom you are a sub. This is the only means we have of assuring someone is always present with Our Lord exposed in the Blessed Sacrament.

PROBLEMS

If you have any problems while at adoration, if someone does not show up at their assigned hour, or if you have general concerns, please contact Will & Emily Odland at 320.815.8517 or willodland3@gmail.com. **PLEASE DO NOT LEAVE THE BLESSED SACRAMENT UNATTTENDED.**

SUBSTITUTES

Whenever possible, we tried to assign at least two (2) people to the same hour for each day throughout the week. **When you cannot make your assigned hour**, you should:

1. First call your prayer partner(s) assigned to the same hour as you to make sure they will be there. **Don't assume the other person will be there.**
2. **To find a substitute, please request a substitute on the WeAdoreHim website.**
3. Please make contact with your prayer partner before you need them. If you currently do not have a prayer partner, we are in the process of locating one. You will be contacted when that happens.
4. In the event that no assigned adorer can make it, please contact Will & Emily Odland.