

# Substitute Adorer

## Definitions and Information



### **HOLY FAMILY PERPETUAL ADORATION CHAPEL** *OUR LADY OF LOURDES CATHOLIC CHURCH Raleigh, NC*

#### **Definition:**

A substitute Adorer is a person who fills in for a permanent Adorer (one who has an assigned hour each week) when that person is unable to serve his Holy Hour.

A substitute may be a person who is not able to commit to a weekly Holy Hour for a number of reasons such as a varying work schedule or caring for a family member who has medical needs that may arise unexpectedly.

A substitute may also be a person who is not sure he can make a weekly commitment so he wants to try first serving as a substitute.

Lastly, a substitute may even be a permanent Adorer who already has an assigned hour, but is willing to make the additional sacrifice of being available to cover additional hours on an as needed basis.

#### **How to sign up:**

In the Adoration Chapel and on the OLL Website in the Adoration Chapel section, a person can sign up to be a substitute Adorer by completing an [Invitation for Perpetual Adoration- to be a Substitute Adorer](#) form.

Several options are offered:

1. You can indicate your willingness to substitute for adorers within one or more of the four Chapel divisions: Morning (6 am to noon); Noon (12 noon to 6 pm); Evening (6pm to 12 Midnight); and Night (12 Midnight to 6 am).

2. You can indicate your willingness to substitute for a specific adorer so that the adorer would contact you directly each time he or she is not able to serve his Holy Hour. This option is often selected when a person permanently assigned to a Holy Hour works this arrangement out with a close friend so he or she never has to worry about finding a substitute.
3. You can indicate your willingness to substitute for any adorer assigned to a specific day and hour of the week. For example, you may agree to fill in as needed on any Thursday at 5:00 a.m. or any Wednesday at 7:00 p.m.

**How will you be contacted:**

Your name and contact information will first be added to the appropriate Division Substitute List(s) along with the details of your selected option.

If you selected Option 1, once the Hourly Coordinator has been notified by an Adorer that he needs a substitute, the Hourly Coordinator will select on a rotating basis the next substitute on the list. Once a substitute is identified, the Adorer needing a substitute will be notified by the Hourly Coordinator.

If you selected Option 2, the Adorer unable to serve his Holy Hour would contact you directly.

If you selected Option 3, once the Hourly Coordinator has been notified by the Adorer in need of a substitute for the Holy Hour you selected, the Hourly Coordinator will contact you and notify the adorer in need.

**How to sign-in when you arrive in the Adoration Chapel:**

A Substitute should sign-in their name and information in the sign-in book on the table to the right of the door as you enter the Chapel.

First your name in the appropriate hour in the column entitled, "**NAME (Print)**".

Then in the column to the right entitled, "**Check One**", place a check mark in the sub-column entitled, "**Substitute**".

Then further to the right place your **Time In** and later **Time out**.

Next put your initials beside the name of the person you are substituting for.