

## Act of Spiritual Communion

My Jesus, I believe that you are  
present in the Most Blessed Sacrament.  
I love you above all things, and I desire to receive you into my soul.  
Since I cannot now receive you sacramentally, come at least spiritually into my heart.  
I embrace you as if you have already come, and unite myself to you.  
Never permit me to be separated from you.

—St. Alphonsous Liguori

### **Hour Coordinators**

1. Hour Coordinators are crucial to the coordination of the Perpetual Adoration (PA) Ministry at Our Lady of Sorrows.
2. Hour Coordinators are (ideally) assigned the same hour of the day they commit to be present at the Adoration Chapel to adore Jesus Christ present in the Most Blessed Sacrament. They inform, instruct, assist, encourage, and support Adorers that have registered for that specific hour. Beyond this description, anything else is optional.
3. Perpetual Adoration Coordinator<sup>1</sup> is available to Hour Coordinators on all matters involving the Perpetual Adoration Ministry, but Hour Coordinators are asked to contact Assistant Perpetual Adoration Coordinators<sup>2</sup> in all matters involving attendance of Adorers in their lists.
4. Hour Coordinators will receive information only involving the Perpetual Adoration Ministry by email, phone, or postal service. Any thing other than PA Ministry business will be forwarded if approved, or ordered by the Pastor. Texts may be sent to advise email has been forwarded for immediate attention.
5. Two Hour Coordinators will be assigned to 24 hours of adoration, except during Holy Mass at the main church. The Hour Coordinators are to divide the number of Adorers between themselves and assume responsibility for contacting them. Hour Coordinators can request additional Hour Coordinators be appointed. New Hour Coordinators will be solicited from same hour coordinated.
6. Hour Coordinators will be contacted by Perpetual Adoration Coordinator by email to update information on their Adorers within 48 hours the change occurs. Adorer information is produced as “Excel” and any difficulty reading it on computers should be disclosed to Perpetual Adoration Coordinator.
7. Hour Coordinators are their hour Adorers primary contact within the Perpetual Adoration Ministry. Hour Coordinators will contact Adorers on their hour list as best as possible with information provided them: phone, email, postal service. Hour Coordinators will report to Perpetual Adoration Coordinator any difficulty communicating with Adorers.
8. Hour Coordinators are asked to maintain an updated Adorer list and ask Adorers to notify them immediately of any changes. All changes reported to Hour Coordinators should be reported to Perpetual Adoration Coordinator immediately to update the Adorer Master Lists.
9. Hour Coordinators will receive by email a list of substitutes that should be made available to Adorers they coordinate. It may be wise to confirm substitutes that conform to Hour Coordinators specific hour.
10. Hour Coordinators will guide their Adorers through the process to find a substitute when they need one. They will first look among their companion Adorers at the same day and time. If none are available than the substitute list should be highlighted to make it easier for Adorer to find a substitute. If for some

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<sup>1</sup> Deacon Al Crixell, 451-5057

<sup>2</sup> Chris B. Sifuentez, (H) 686-2165; [C] 533-6996. Olga Ramirez, (H) 687-4335; (C) 655-7561

reason the Adorer can not, or does not want to find a substitute, the Hour Coordinator may want to step in and find one.

11. Hour Coordinators will be advised if there is a problem with Adorers on their list that are having attendance problems. When a pattern is discovered by the Attendance Coordinators, the name, or names of Adorers will be sent to the Hour Coordinator for follow up. Hour Coordinators will diplomatically quiz the Adorer to see if a problem can be corrected. All efforts will be exhausted to maintain the Adorer in good terms in the ministry.
12. Hour Coordinators will call new registered Adorers on their lists as soon as they receive notice of the addition to welcome them. Hour Coordinators will introduce themselves and explain to the Adorer what they can expect from their Hour Coordinator leaving an open door of communication at the end of the call.
13. Hour Coordinators are asked to remind their Adorers upcoming holidays to encourage Adorers that will be out of town for the holidays to plan accordingly. Adorers may delay, or postpone travel plans until they fulfill their commitment, or may choose to look for a substitute with plenty of time.
14. Hour Coordinators may want to keep a handy list of holidays to alert Adorers a week or more before the holiday. The earlier substitutes are sought, the easier it will be to find them.
15. Holidays: Spring Break, Ash Wednesday, Easter, Memorial Day, Mother's Day, Summer Vacation, Father's Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas, New Year's Eve.
16. Hour Coordinators are free to substitute for their Adorers if they so choose. Hour Coordinators are free to find a substitute for their Adorers if they so choose if Adorers make a sincere and concerted effort to find a substitute. Hour Coordinators should call the Perpetual Adoration Assistants if substitute problems exist within the hour they coordinate.
17. Hour Coordinators are part of the ministry "Executive Team" that is comprised of Perpetual Adoration Coordinator, PA Coordinator Assistants, and all ministry Coordinators appointed to plan and manage functions needed for Adorers to experience a feeling of success in their Adoration Ministry. This includes, but is not limited to, the annual Pot Luck Supper.
18. Hour Coordinators give of their time and effort to make the Perpetual Ministry at Our Lady of Sorrows possible. It cannot function without their service. It is a difficult ministry that produces its own rewards and satisfaction because it is done for the greater glory of God! It is an extension of an Hour Coordinator's praise and glory of Jesus Christ as an Adorer.