

# ORGANIZING THE ROSARY CONGRESS ADORATION SCHEDULE

## FILLING THE ADORATION HOURS

The Rosary Congress parishes should have an “Adoration Coordinator” and multiple “Captains” or “Shift Managers” in place to be the most successful in ensuring things run smoothly. To do this:

- 1) Adoration Coordinators recruit people to sign up for specific time segments.
- 2) Captains recruit people to fill their designated number of hours of adoration.
- 3) The captains stay at the church during their hours greeting people and making sure everything stays on schedule.

The reason we suggest recruiting groups such as prayer groups, parish committees, etc., is to ensure as many people as possible come together to pray. If one cannot recruit groups, then recruit families, couples, and individuals.

## ADORATION COORDINATORS

Adoration Coordinators break down the hours of adoration into manageable blocks of time, for example, two to four-hour time segments.

They also need to recruit individuals as “Captains”, who will choose one of the multiple hour time segments.

## CAPTAINS

Each Captain recruit groups, families or individuals to sign up to lead the Rosary out loud for one hour from their time segment until all hours are filled.

When a captain has filled his/her hours, the captain should contact the Adoration Coordinator with the contact information for each group, family, or individual.

This information is necessary to compile a master list of all the adorers scheduled.

The master list should be displayed throughout the 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 can sign up for one of those hours; and
- 3) As a reminder to those who have signed up when they are scheduled.

## **ROLE OF CAPTAINS**

Captains are the backbone of a Rosary Congress. It is the dedication of the Captains, who each commit to overseeing their shift, that assures the Congress will have each hour covered efficiently and effectively.

They will:

- 1) Find prayer leaders and adorers for their timeslots.
- 2) Answer questions and greet the people as well as the guest priests as they arrive.
- 3) Make sure all the necessary equipment, prayer cards, and details are in place.
- 4) Report to the Adoration Coordinator for details and instructions.
- 5) Most importantly, maintain an orderly transition from one hour to the next.

The Captains recruit adorers from people and groups they know, to allow more people in the Diocese to participate. Their faith and witness of the Rosary Congress is critical to successful participation.

## **INFORMATION FOR CAPTAINS**

- 1) Maintain the schedule and contact information of the Prayer Groups, Families, and Individuals you recruit:
  - Name of Contact
  - Contact email and cell phone number
- 2) Send information packet to Contacts 2-3 weeks before Rosary Congress:
  - Make a confirmation phone call and follow-up with email to confirm the time
  - Send copies of the Meditations on the Rosary, the Prayers following the Rosary, and the Mysteries the group is responsible for via email.
  - Emphasize to Contacts they should lead the Rosary with the microphone, so everyone can hear and feel included.
  - A copy of the Rosary meditations and Prayers are provided in the Captain's Rosary Congress binder, so the rosary leaders do not need to bring their copy with them.

- At 3:00 p.m. and 3:00 a.m. hours, the Chaplet of Mercy will be prayed first and then the Rosary. Send a copy of the Divine Mercy Chaplet to the Contacts during those hours so they can be familiar with it. Send through email.
- 3) Reminder call to Contact 2-3 days prior to their group's scheduled commitment. Let them know you will be there when they arrive to help if necessary.
  - 4) Give final copy of Adoration schedule with all Contact information to the 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.
    - Name of group, family, or individual will be posted for all to see.
    - Send information 2-3 weeks before Congress, preferably **no later than September 15, 2023**.
  - 5) Find out if Confession will be taking place one hour after the morning Mass or one hour before the evening Mass. If there is more than one priest, make certain the names of the priests are on the confessional and the priest is directed to his confessional, if applicable and convenient.
  - 6) The Blessed Sacrament should be reposed 15 minutes before each Mass, after the Divine Praises are prayed, and then exposed again after Mass ends. Be sure the priest is informed of this.