



# ALL SAINTS CATHOLIC CHURCH PERPETUAL EUCHARISTIC ADORATION ADORER SUBSTITUTION PROCESS

1/7/2019

## Last Minute Situations

In the event an adorer can't make the scheduled hour of adoration, you (adorer) should first call your prayer partner for your assigned hour; You should advise of your plans not to adore; If prayer partner advises he/she will be there, NO SUBSTITUTE IS REQUIRED.

If prayer partner has previously advised of their plans to not adore, or if you have no prayer partner, you will need to request a substitute by going to [www.adorationpro.org/saintsmn](http://www.adorationpro.org/saintsmn)

- Select "find a sub"; Your password is subpass
- Select "auto sub request"
- Complete the form - *A message will be sent to all subs You will receive a message when a sub volunteers for your hour.*

If you can't find a substitute(s), need assistance, or don't have email, you will need to elevate this problem to your Hour Coordinator or the Head Coordinator below.

Head Coordinator	Jerry Daily	H952-891-2684 C612-201-6133
Morning Division Leader	Michelle Schmidt	H952-236-8049
Afternoon Division Leader	Joyce Northwick	H651-423-1506
Evening Division Leader	Judy Foley	H952-469-2947
Night Division Leader	Richard Popehn	H763-218-2618

## Longer Term Advance Planning

More time is generally needed to secure long-term support; An extended absence may mean you will need more than one substitute to cover all hours; Please request support as soon as your plans are known; If your plans change, support can always be canceled.

For such situations as planning for vacations and other extended absences, you (adorer) will still first call your prayer partner; If prayer partner advises he/she will be there, NO SUBSTITUTE IS REQUIRED.

If your prayer partner has advised of their plans to not adore, or you have no prayer partner, you will need to send a message as described above in **Last Minute Situations** or request assistance from leaders.