

Procedures for Finding a Substitute

Normal Substitutes Procedure (Non- Emergency) :

If you know in advance you will not be able to make your scheduled hour **please follow this suggested order for finding a substitute.**

- 1) **Invite a friend or relative** to cover your hour. This is an opportunity to show someone you love, how great it is to spend time with Jesus!
- 2) If you have a **prayer partner** on the same hour as you, make sure they will be there. Two adorers are preferred but only one is needed.
- 3) **Text Mark Birrittella for a sub as soon as you know you need one at 715-255-0188.** Mark will send out a text to all adorers to see if someone can sub. As soon as the first person signs up he will send a text to that sub to confirm. He will also let the adorer requesting the sub know who is subbing for them.
- 4) **If the above steps do not work, call your division leader** and they will help you get a substitute. The four division leaders are listed below depending on what hour you need a substitute for.

Morning	6am to noon	Deacon Kevin DeCook	715-214-7175
Afternoon	noon to 6 pm	Sarah or Russ Ruf	715-724-2073
Evening	6pm to midnight	Gary Reither	715-879-5522
Night	midnight to 6am	Andy or Rita Shakal	708-846-6681

Emergency Substitutes Procedure:

If you are the only person in adoration and you must leave for any reason please call one of the emergency substitutes below. **If at all possible please do not leave Jesus unattended.** Below are people who live nearby and are willing to substitute on an emergency basis.

Samantha Englert	715-202-3317
Diane Horn	715-514-7455 available only 6AM to 9PM
Cindy Puetz	715-864-3329
Carol Shepard	715-215-1177 available only 6AM to 9PM
Milford Lechleitner	715-726-2076 Nights
Johanna Lobos Noguera Castro	715-226-5856 unavailable 8AM-4PM 10 min. away