First Friday Eucharistic Adoration Knights of Columbus Honor Guard Schedule - June 2009 thru June 2010

Adoration Dates	8:00 - 9:30	9:30 - 11:00	11:00 - 12:30	12:30 - 2:00	2:00 - 3:30	3:30 - 5:00	5:00 - 6:30	Off
June 5-6, 2009	H	A	B	C	D	E	F	G
July 3-4, 2009	G	H	A	B	C	D	E	F
August 7-8, 2009	F	G	H	A	B	C	D	E
September 4-5, 2009	E	F	G	H	A	B	C	D
October 2-3, 2009	D	E	F	G	H	A	B	C
November 6-7, 2009	C	D	E	F	G	H	A	B
December 4-5, 2009	B	C	D	E	F	G	H	A
January 1-2, 2010	A	B	C	D	E	F	G	H
February 5-6, 2010	H	A	B	C	D	E	F	G
March 5-6, 2010	G	H	A	B	C	D	E	F
April 2-3, 2010	F	G	H	A	B	C	D	E
May 7-8, 2010	E	F	G	H	A	B	C	D
June 4-5, 2010	D	E	F	G	H	A	B	C

Substitutes
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Team A	Team B	Team C	Team D
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Team E	Team F	Team G	Team H
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Notes: **You are responsible for finding a substitute for yourself if you cannot cover your shift. Use the following guidelines to make sure that at least two brother Knights will be covering each shift through the night:**

1) **Contact your two teammates. If both will be present, then you need not do anything else.** As long as two brother Knights are covering each shift, we are okay. This is why each team has three members, to allow for some flexibility in meeting our obligation. This also allows each of the three members to spend 30 minutes inside at Adoration, if they so choose, leaving at least two in the parking lot at any point in the evening.
2) **If there is another shift during the evening that you CAN cover, contact members on that team and see if you can swap shifts with one of them.** There will be times when an evening obligation might keep you from covering your 9:30 - 11:00 shift, for example. However, you can cover the 12:30 - 2:00 shift. Perhaps one of your brother Knights will be willing to swap with you to accommodate this. This is the reason that I have provided everyone's phone numbers and email on this list, so you can easily contact one another.
3) **If you do not find a sub from another shift, contact one of the brother Knights from the substitute list, or from the shift that is off that month, to see if they can assist.** The schedule shows which team is off each month and also has a list of floating subs will be maintained and provided to allow for times when several of these variables converge and cause a problem. Additionally, there is always a team that is off each month and those three members can act as substitutes as well. The substitutes are there to assist in situations like this.
4) **Once you have completed ALL of the above steps and have not been able to secure a substitute, and your team will not have two people available, contact Dirk Griffin to let him know about this shortage.** If you have completed ALL the above steps and no one has been able to assist and your team's shift will not have two people covering the shift, please call Dirk Griffin to let him know. Shifting personnel around on the adjacent shifts and other methods will be used to insure that there are at least two members present at all times.
5) **Be on time! If not, the next shift's members have permission to call you to see where you are and remind you of your shift.** If you come to the end of your shift and no one has shown up to relieve you from the next shift, call the members of the following shift to see where they are and make sure they are awake and moving. This is one reason that everyone's contact info was provided. Don't hesitate to see where your relief is.
6) **The same can be said for teammates that find themselves alone. If you are there by yourself and your teammates have not shown up, call them to find out where they are and why they have not shown up for their shift.**
7) ***If you end up working a shift alone, or end up staying late to cover the next shift because no one showed and you could not reach them, please call Dirk Griffin to let him know what the status is.***