

Guidelines and General Information

For Adorers of the Blessed Sacrament

Our Parish Extended Eucharistic Adoration program is a large undertaking requiring much coordination. To maintain a successful program, guidelines are necessary and important. The Pastor has set up the following hierarchy of responsibilities which carry out his vision:

Karen Brandner, Head Coordinator. Her responsibilities are as follows:

Maintain the Cenacle Adoration Chapel.

Set the overall schedule.

Receive suggestions and mitigate any grievances.

Communicate with the Pastor.

The Morning, Afternoon and Evening Leaders' Responsibilities:

Assist adorers in finding substitutes following the procedures listed below.

The Adorer's Responsibilities are as follows:

Respect for Our Lord is displayed in some of the following ways:

- Genuflect upon entering the presence of the Lord.
- Be mindful of proper, respectful attire.
- No talking. Maintain reverence in His Presence.
- No spontaneous unscheduled devotions or communal prayer.
(ie: group recitations of rosaries, litanies, Liturgy of the Hours, or singing,

etc.)

Adoration is a peaceful, quiet, **private** time for each adorer.

Never eat, drink or chew gum in the chapel.

Please always be on time for your scheduled hour. This is respectful and fair to the other adorers.

Please sign-in **at the beginning** of your assigned hour so the person before you will know that they are now at liberty to leave. Place your initials next to your name in the "Schedule of Adorers" binder found on the bookcase at the back of the chapel. This simple procedure is important to ensure that adorers are always present.

If you know you cannot fulfill your commitment at your assigned time, it is your responsibility to find a replacement. Please follow this procedure:

- 1.) Contact the people who are assigned to adore at the same time you are. If they will be present, a substitute is not needed.
- 2.) Find a substitute among your family or friends.
- 3.) Try to trade your day or time with another adorer. (Please check the master schedule posted on the bulletin board near the chapel door ahead of time. It may be helpful to be familiar with the other adorers at your hour on the other days of the week.)
- 4.) Contact your Morning, Afternoon or Evening Leader.
- 5.) Contact the Head Coordinator.
- 6.) Do **not** call the parish office for assistance.

No material of any kind is to be placed in the chapel unless authorized by the pastor. Spiritual reading materials are available in the parish library bookcases along the back

wall of the chapel. The Bibles and a few other devotional books are to remain in the chapel. Other books may be borrowed by signing them out in the binder provided.

The chapel telephone is not for private use. This phone will only make local calls going out. **For Emergencies Dial 9-911.** For local calls dial 9-number.

While school is in session, please do not park anywhere in the back parking lot. This is necessary to ensure our children's safety.

On very rare occasions, when you arrive for prayer, the monstrance may be covered with a holy screen. Please enter the gated sanctuary, remove the screen and place it under the altar.

Generally during holidays, Adoration will be suspended and you are free from your obligation. Please check the Sunday bulletin for information prior to the holidays. Usually, the chapel will still be open for prayer on these days.

If none of the next scheduled adorers show up on time, these are the guidelines to follow listed in order of priority:

- 1.) Stay for prayer until someone else arrives. Sign in listing yourself as a substitute for the additional hour.
- 2.) Using the chapel phone, call the persons who are assigned for Adoration. Their names are listed in the Schedule of Adorers binder. Their phone numbers are in the burgundy binder in the book case.
- 3.) If they are not available, you may call the adorers for the following hour to see if they can come early and the two of you can "split" the open hour where each of you take an extra half hour of prayer time.
- 4.) Call a friend or family member who may be able to come for time of prayer.
- 5.) Call your Morning, Afternoon or Evening Leader who may assist you in finding someone.
- 6.) Call the Head Coordinator.
- 7.) Call the rectory office.
- 8.) If all else fails and you are not able to find an adorer and your schedule does not allow you to continue in Adoration, then you may enter the sanctuary and reverently place the holy screen, located under the altar, in front of the Blessed Sacrament. This should truly be a last resort.

****Please remember the importance of maintaining continual Adoration. **This requires not only our commitment but also our sacrifice.**

Adorers are asked to include in their prayer time the prayer intentions of the week. This includes the posted general intention as well as any personal prayer requests. Please write your own anonymous petitions on the notepaper provided and place it in the prayer intention box found beneath the statue of the Infant Jesus.