

General Information

For Each Assigned Adorer

Each time you adore you must sign-in.

- *It is important that each hour be covered. The Blessed Sacrament must never be left alone. (You are the committed adorer and guardian of the Eucharist at your hour.)*
- *Please remember to sign in for your hour of adoration **at the beginning** of your assigned hour. That way the person before you will know that you are in the chapel and they know they are now at liberty to leave.*
- *Check the sign-in sheet before you leave the chapel to make sure the person who is scheduled for the next hour is in the chapel before you leave. If the person after your hour does not show up and you choose to be the substitute for the next hour, sign your name on the sign-in sheet and put the word (substitute) after your name. This will let the Adoration coordinators know an unscheduled absence took place which they need to know so it does not happen to you again next week.*
- *If the person that is to relieve you does not show up and you cannot stay on for an extra hour, call one of the adoration coordinators (Julie or Al). Please call the rectory at 394-1742 for the adoration coordinator's contact information or if you cannot reach one of the adoration coordinators.*

Please follow this procedure when you cannot make it to the chapel at your assigned time.

- *Contact the person who is assigned to adore at the same hour you are. Let them know that you will not be there.*
- *If this fails you should try to get a substitute. (You may find a substitute on your own or use the enclosed substitute list.) In addition, it might be a good idea to become familiar with the people who adore at your hour.*
- *If you cannot get a substitute you should contact one of the adoration coordinators, Julie or Al.*
- *PLEASE NOTE: Prepare for your obligation to always be in the chapel at your assigned time by choosing someone to contact one of the adoration coordinators should you suddenly become ill or called away for an unforeseen emergency.*

Please follow this procedure for chapel entry during Adoration hours.

- *Adorers scheduled between **6:00 am and 10:00 pm** are to use the **main chapel** entrance. (Adorers scheduled from 10-11:00 pm should leave using rear chapel door.)*
- *Adorers scheduled between **11:00 pm and 5:00 am** are to use **rear chapel** entrance. All of these adorers will be given a key to this entrance. (NOTE: All substitutes scheduled for this time frame can pick up a key at the rectory. Please remind your substitute about this when you call them.)*
- ***NOTE: Rear chapel doors will remain locked from the outside at all times so please keep your key with you.***

Please use the following procedures in case of an emergency.

- *We encourage all adorers to keep their cell phone with them during their adoration hour. (Be sure to check that you have turned it off or put on silent mode before entering chapel). If you should have any problems during your hour of adoration such as an illness, or if the person that is to follow you in adoration does not show up, or if you sense something out of the ordinary going on, please use your cell phone to call on of the adoration coordinators. If you do not have a cell phone, you can use the phone located in the narthex of the church just before you reach room 2. All important and emergency phone numbers can be found in the front of the adoration sign-in book located in the chapel.*
- *Hopefully, you will not require our assistance but we are available to you should you need us. Please do not hesitate to call us.*

***Once again, your commitment to adore is a blessing from the Lord.
Thank you for your “yes” and answering His call.***

God bless you.