

## **ADORATION CHAPEL GUIDELINES**

The Perpetual Adoration Chapel, with Jesus present in the Blessed Sacrament, has become the center of Immaculate Conception's prayer life. Each of you who have given of your time as Adorers, substitutes, leaders and hourly coordinators or assistants have contributed to the success of Perpetual Adoration. My sincere thanks to all.

The following responses will address the most frequently asked questions about Perpetual Adoration. Please acquaint yourself with these guidelines.

### **WHAT ARE THE STEPS TO FOLLOW IF A COMMITTED ADORER IS UNEXPECTEDLY UNABLE TO MAKE THEIR HOUR?**

Ask a family member or friend to go in your place. If no one is available, call your prayer partner(s), if you have one. If your prayer partner is going, you do not need to take further action. **HOWEVER**, if you do not have a prayer partner, please use the sub list to find a sub. If unsuccessful, call the hourly coordinator or division leader. Advise your hourly coordinator or division leader of the sub names that you contacted so that we don't duplicate requests. There is a substitute list in the binder on the bookshelf in the Chapel.

### **WHAT ARE THE STEPS TO FOLLOW IF I HAVE A PLANNED EVENT AND CANNOT MAKE MY HOUR?**

Please use the Substitute Request form on the clipboard on the sign-in desk if you know at least two weeks in advance that you will be not be able to make your hour or will be on vacation. This gives ample opportunity for every coordinator or leader to view the request, as well as other adorers and visitors who are free to sign as substitutes at any time. Check the list to see if hour has been filled. If not, please use the sub list and try to find a substitute for your hour(s).

### **IS IT ALL RIGHT TO LEAVE A MESSAGE ON AN ANSWERING MACHINE?**

Never leave a message on an answering machine! That person may be on vacation, in the hospital, etc. This could cause serious problems. Please be prudent in following the steps listed in the first response.

### **WHEN DO I USE THE SUBSTITUTE REQUEST CLIPBOARD?**

The substitute request form is on the clipboard on the sign-in desk. It is permissible to use it if you know far enough ahead of time – a minimum of two weeks. This gives ample opportunity for every coordinator or leader to view the request, as well as other adorers and visitors who are free to sign as substitutes at any time.

### **WHAT DO I DO IF MY REPLACEMENT DOES NOT ARRIVE TO RELIEVE ME?**

If you are uncertain if a person in the Chapel is a substitute (or possibly a new adorer) it is permissible to whisper quietly and ask if they will be there for the next hour. PLEASE DO NOT LEAVE THE BLESSED SACRAMENT UNATTENDED. If you are unable to wait any longer, you may step out to use the telephone on the desk to call your replacement. If your replacement can't be reached, call your hourly coordinator, division leader, or head coordinator.

### **WHAT TIME SHOULD I BE AT THE CHAPEL?**

Please make every effort to arrive 5–10 minutes before your committed hour and leave only when the next adorer arrives.

### **WHAT HAPPENS WHEN I AM UNABLE TO CONTINUE MY COMMITMENT?**

Try to find a replacement, perhaps a family member or friend. Please contact your Hourly Coordinator, Division Leader or the Head Coordinator as soon as your decision is made.

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**MAY I TAKE THE BOOKS HOME FROM THE CHAPEL (SO I CAN FINISH READING A PARTICULAR ARTICLE)?**

We do not permit the reading material to be removed from the Chapel. Please be considerate of other adorers and visitors who may be using the very material you are reading.

**IS IT ALL RIGHT TO LEAVE READING MATERIAL AT THE CHAPEL?**

All books in the library must be reading material approved by the Pastor. All material is hand stamped; if not stamped it is removed from the shelves.

**ARE CHILDREN WELCOME IN THE CHAPEL?**

We encourage the participation of children and urge parents to teach them about the Adoration of Jesus. We have suitable reading material for all ages.

**MAY WE EAT IN THE CHAPEL?**

No food or drink is allowed in the Chapel.

**WHAT IS THE DRESS CODE?**

Jesus is truly present in the Blessed Sacrament. Therefore, all our actions should be most pleasing to Him including our dress.

